

A Hazard is a situation, a thing or an environment which has the potential to cause harm to a person.

This guide is to walk you through how to report a hazard in FlinSafe.

A Hazard can be reported to the University by anyone. This includes staff, students, contractors and members of the public.

## Hazard Guide sections

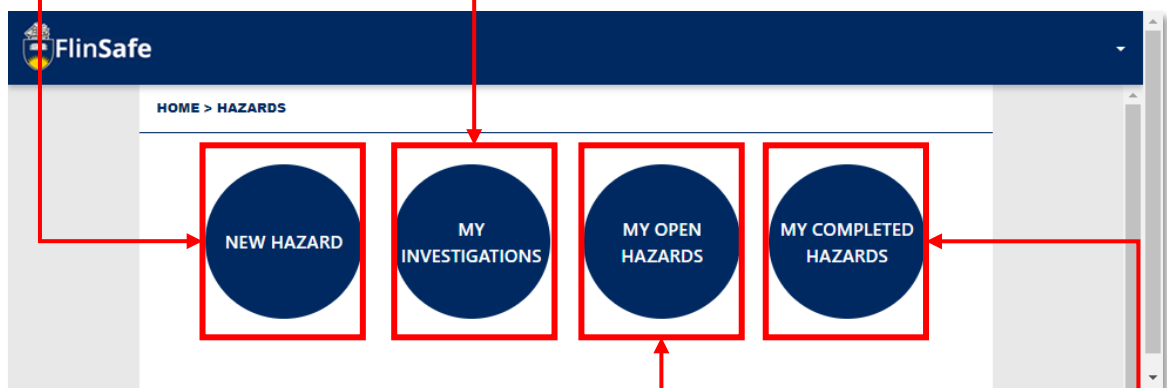
Guide shows the following:

- [Hazard Navigation](#)
- [Hazard Overview](#)
- [Hazard Process](#)

## Hazard Navigation

**New Hazard:** Select to report a new hazard.

**My Investigations:** Select to open a hazard where you are assigned as the investigating person.



**My Open Hazards:** Select to view an already reported hazard if there are *Corrective Actions* to be completed, you complete this process through here.

**My Completed Hazards:** Select to find previously completed hazards you've reported that have been finalised.

## Hazard Overview

A Hazard can be reported to the University by anyone. This includes staff, students, contractor's and members of the public.

When reporting a hazard the following information will need to be received:

- Details of the hazard itself.

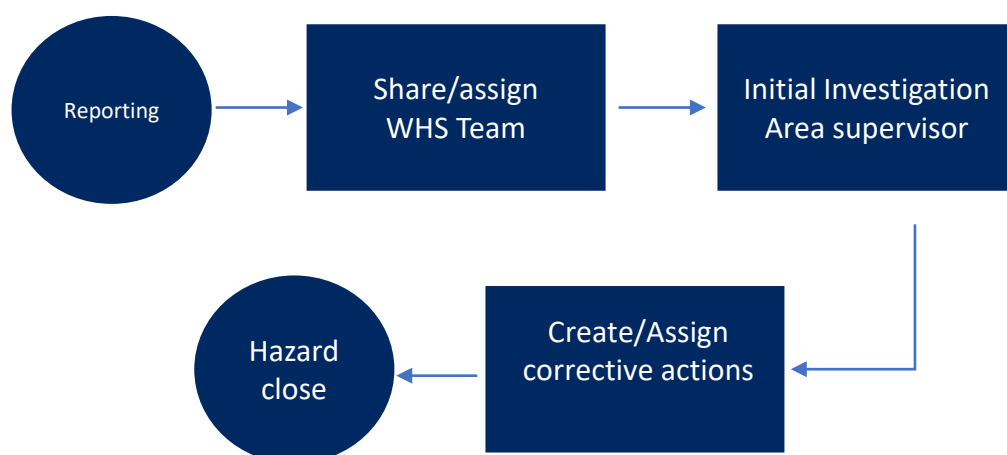
- Details of any immediate actions taken to correct the issue (if any were taken), if non taken, then enter 'None taken'.

- Enter location details of where the hazard is.

- Details of the risks involved with the hazard such as the consequence and likelihood.

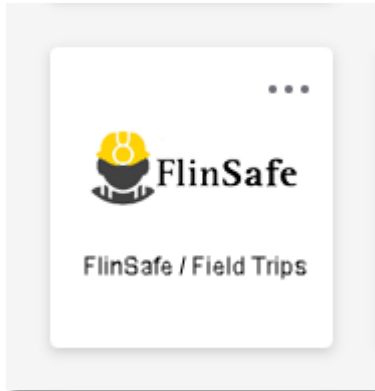
- Documentation (if any) available including any video or photographs

Once a hazard is reported, the can be seen by the WHS team. The initial investigation will be undertaken by the area supervisor. Any corrective actions following the investigation can be entered and assigned to the person responsible for completing. Once all corrective actions are completed then the record can be marked ready for sign off and will be signed off.

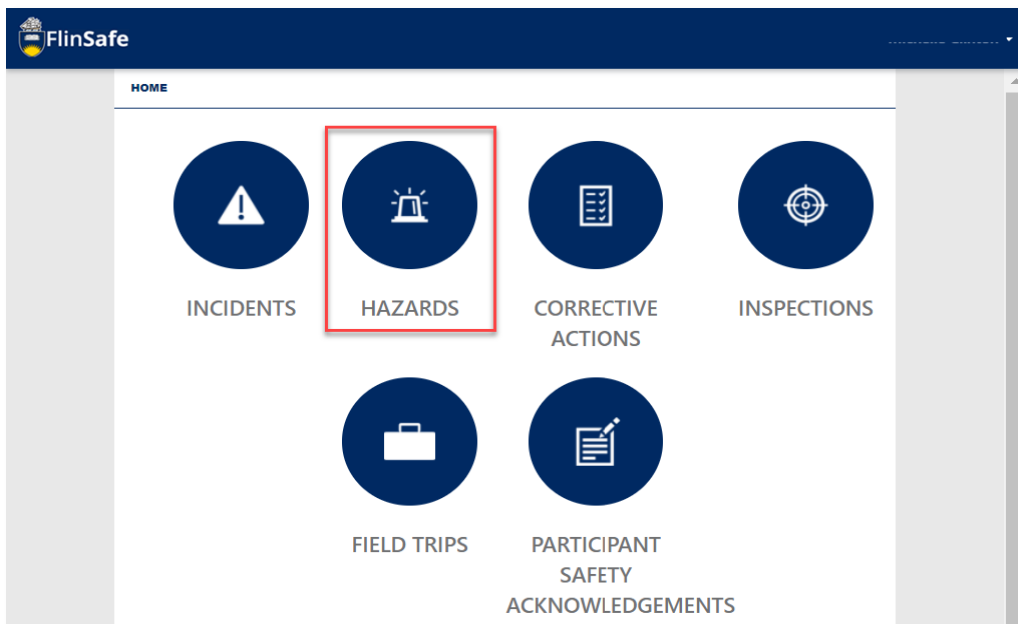


## Hazard Process

1. Open FlinSafe from your Okta.



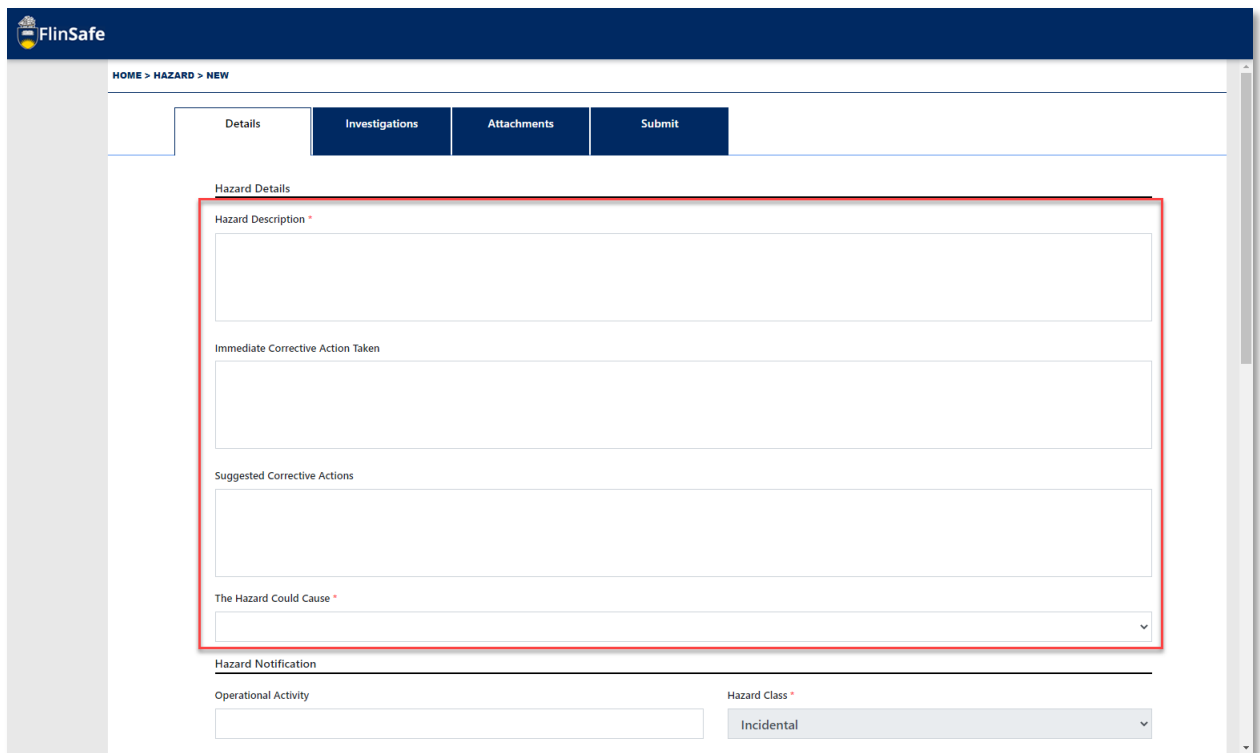
2. Select **Hazards**.



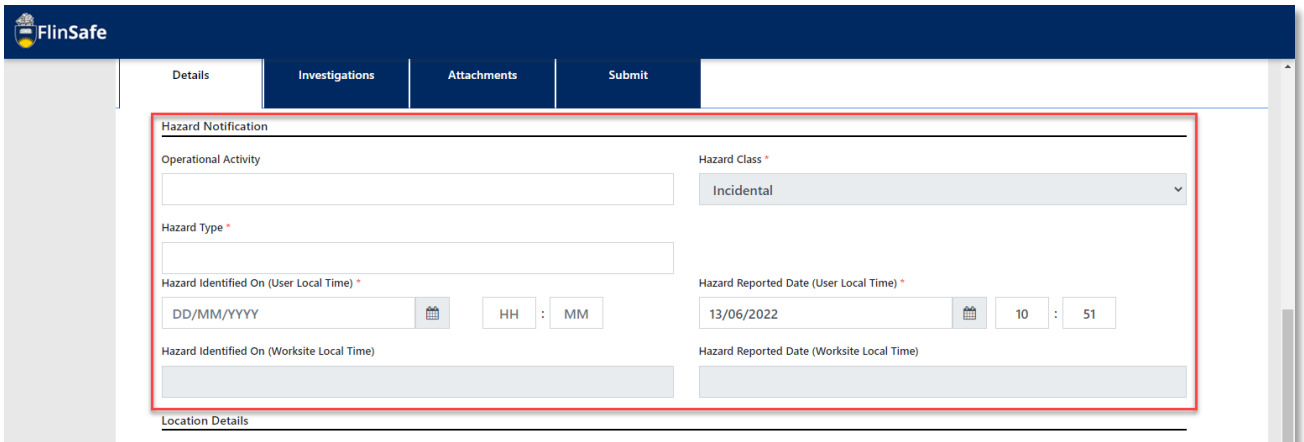
3. Select **New Hazard**. Note: *This process does not save until you finish the Submit tab, any unsaved changes will be lost.*



4. Enter the **Hazard Details** including the description, the corrective actions taken, suggested corrective actions and what the hazard could cause.

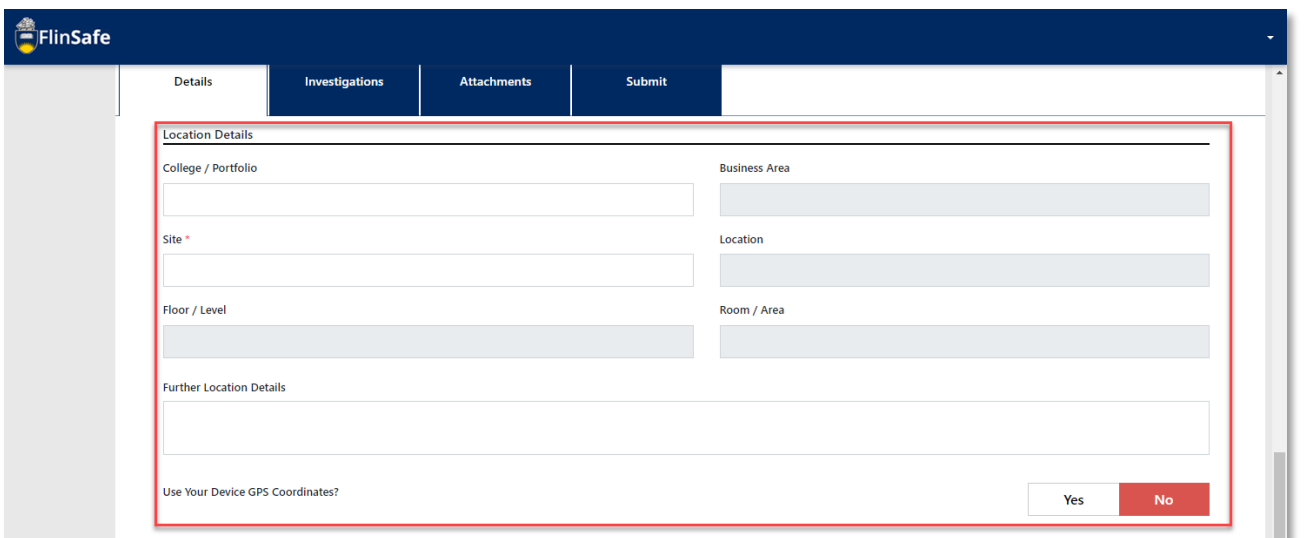


5. Enter the **Hazard Notification** details including the activity, class, type and dates of identification/reporting.



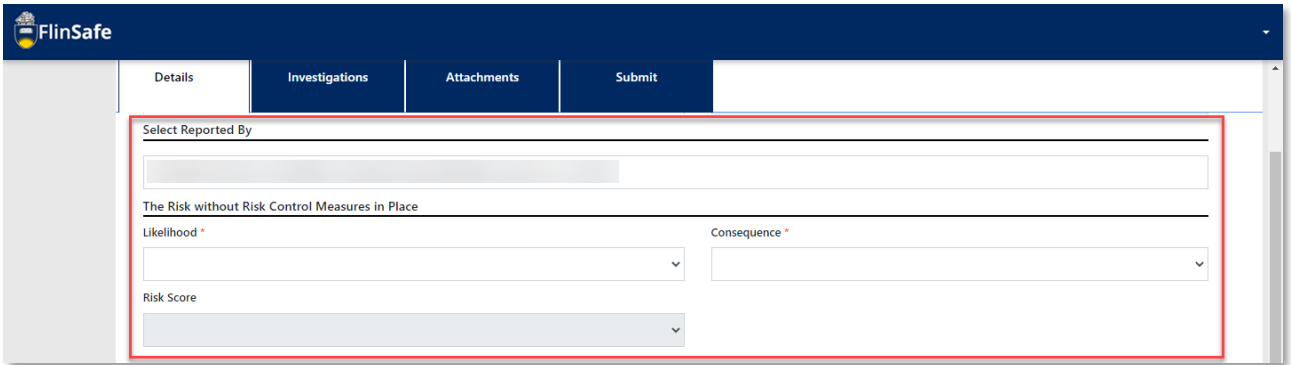
The screenshot shows the 'Hazard Notification' form in the FlinSafe system. The form is divided into several sections: 'Operational Activity', 'Hazard Class', 'Hazard Type', 'Hazard Identified On (User Local Time)', 'Hazard Reported Date (User Local Time)', 'Hazard Identified On (Worksite Local Time)', and 'Hazard Reported Date (Worksite Local Time)'. The 'Hazard Class' dropdown menu is set to 'Incidental'. The 'Hazard Reported Date (User Local Time)' is set to 13/06/2022 at 10:51. The 'Hazard Identified On (User Local Time)' field is empty. The 'Hazard Identified On (Worksite Local Time)' and 'Hazard Reported Date (Worksite Local Time)' fields are also empty. The 'Location Details' section is partially visible at the bottom of the form.

6. Complete the **Location Details**.



The screenshot shows the 'Location Details' form in the FlinSafe system. The form is divided into several sections: 'College / Portfolio', 'Business Area', 'Site', 'Location', 'Floor / Level', 'Room / Area', 'Further Location Details', and 'Use Your Device GPS Coordinates?'. The 'College / Portfolio' and 'Business Area' fields are empty. The 'Site' field is empty. The 'Location' field is empty. The 'Floor / Level' and 'Room / Area' fields are empty. The 'Further Location Details' field is empty. The 'Use Your Device GPS Coordinates?' field has 'Yes' and 'No' buttons. The 'No' button is highlighted in red.

7. Select the likelihood and consequence of ***The risk without risk control measures in place.***



**Risk Matrix.**

Step A – Consider the consequences		Step B – Consider the likelihood	
For each hazard, consider the consequences if something happens. Consider what could reasonably have happened, as well as what actually happened (if there was an accident/incident). Look at the descriptions below and choose the most suitable consequence		How likely is it that something will happen as a result of the hazard? Look at the descriptions below and choose the most suitable likelihood.	
Consequence	Description	Likelihood	Description
Fatality	May cause death and/or severe irreversible disability, and/or permanent ill health	Very Likely	Expected to occur in most circumstances
Major	Severe injury or illness	Likely	Will probably occur in most circumstances
Minor	Minor (usually reversible) injury or illness resulting in days off work	Possible	Might occur occasionally
First Aid only	First aid level medical treatment	Unlikely	Could happen at some time
Negligible	No treatment required	Highly unlikely	May happen only in exceptional circumstances

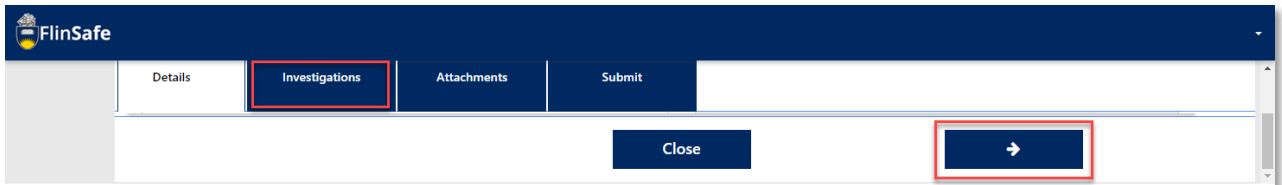
Flinders University uses the above risk matrix to determine the level of risk of hazards. Refer to the Work Health and Safety Risk Management Procedure, Flinders University for more information.

### Risk Matrix cont.

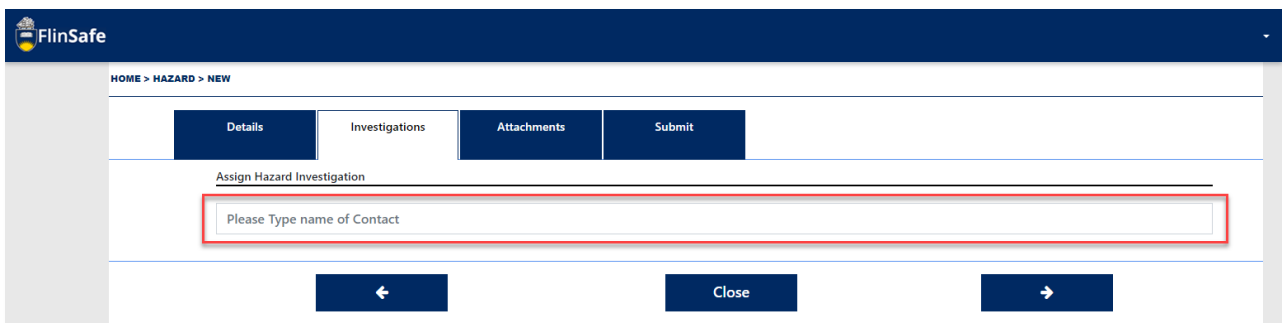
The Risk score will populate automatically and is generated from the below table.

Consequence	Likelihood				
	Very likely	Likely	Possible	Unlikely	Highly unlikely
Fatality	Extreme	High	High	High	Medium
Major	High	High	High	Medium	Medium
Minor	High	Medium	Medium	Medium	Medium
First Aid only	Medium	Medium	Medium	Low	Low
Negligible	Medium	Medium	Low	Low	Low

8. Select *Investigations*, or click the next arrow to continue.

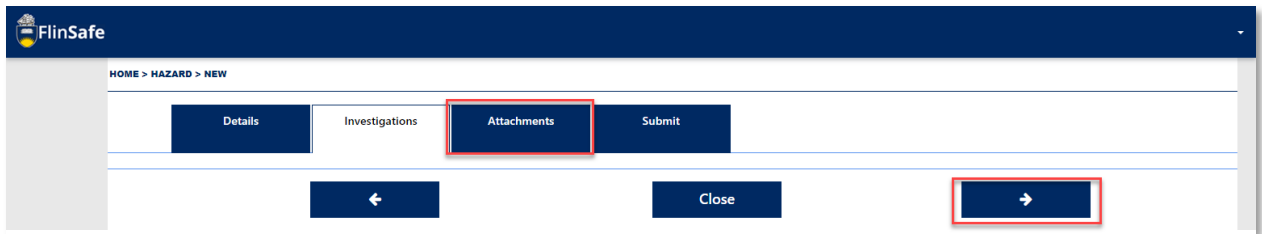


9. Enter the Topic Coordinator/Supervisor of the hazard area.

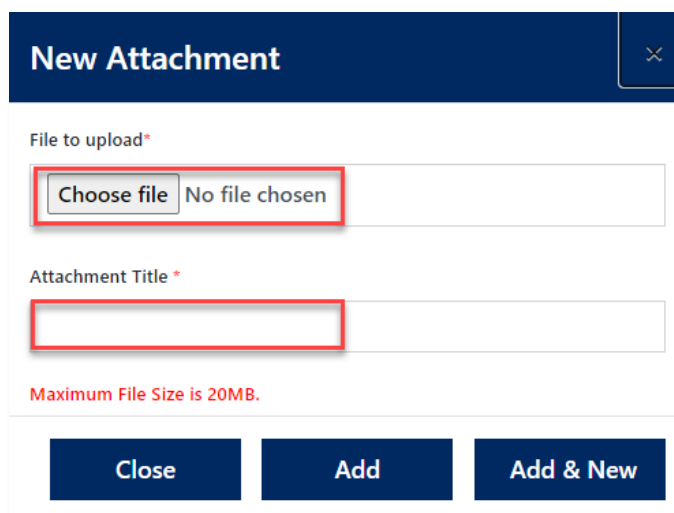
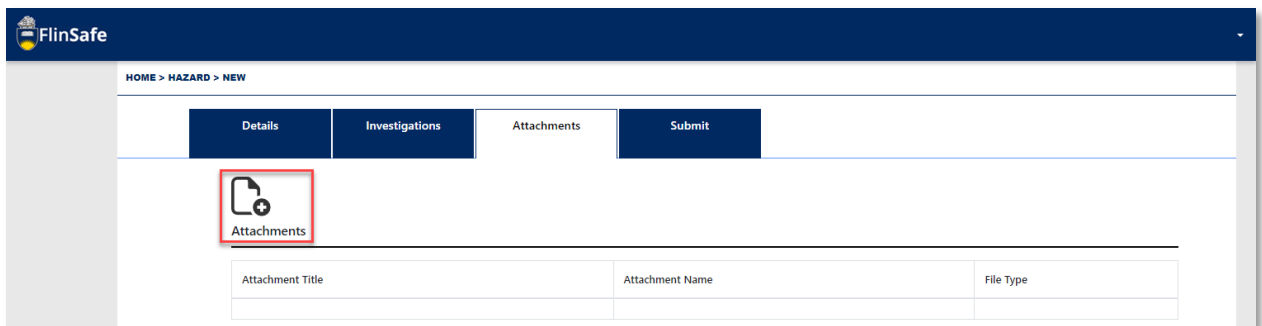




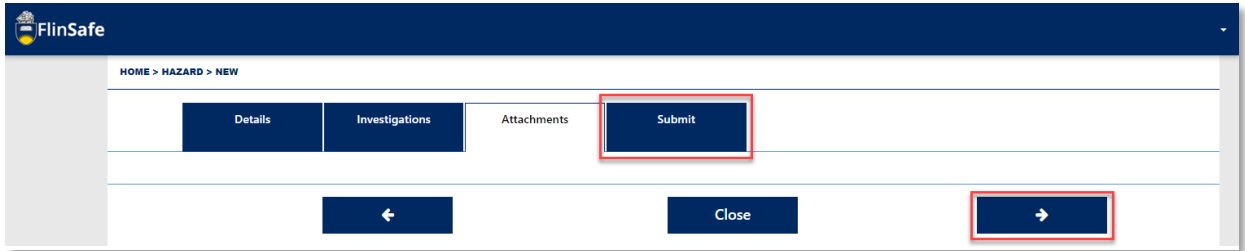
10. Select **Attachments**, or click the next arrow.



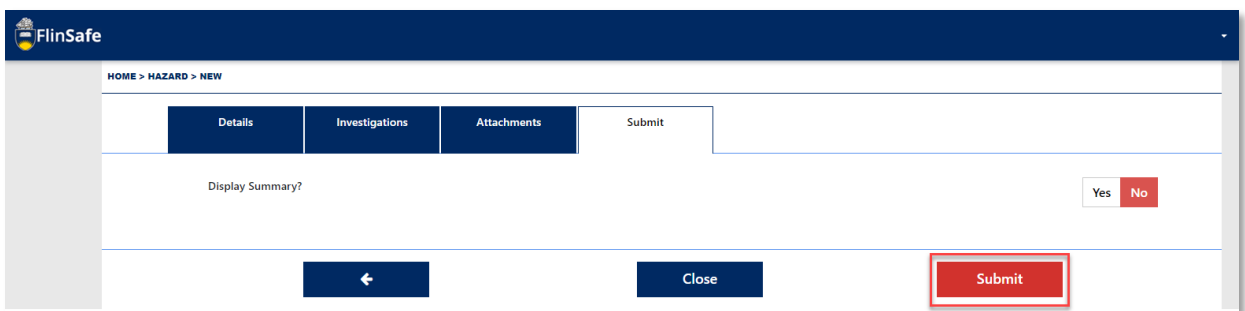
11. Click on the **Attachments** icon. **Choose file** and select a file already saved to your device. Then, enter the **Attachment Title** and click Add & New to add another attachment, or if all attachments are added, click Add.



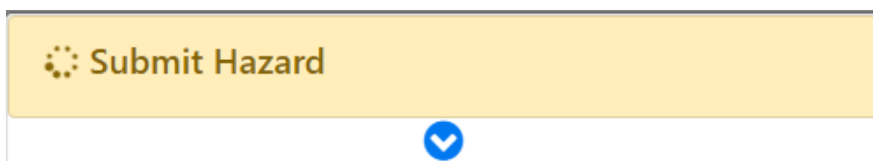
12. Select **Submit** or click on the next arrow.



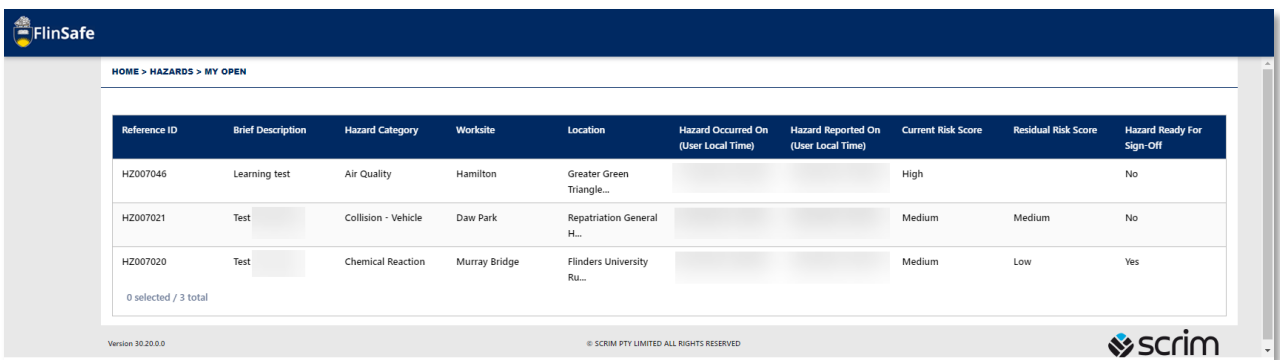
13. You can display the information you have entered to see a full summary by clicking **Display Summary** Yes. Otherwise, if all information has been entered, click **Submit**.



14. A Submit Hazard pop up window will appear unless there is an error, in which case, you will receive an error message advising what requires further information. If you do receive an error, complete the field and then click Submit again from the submit tab.




- Once created, the reported hazard will appear under Home > Hazards > My Open list. This will automatically appear on your screen.



HOME > HAZARDS > MY OPEN

Reference ID	Brief Description	Hazard Category	Worksite	Location	Hazard Occurred On (User Local Time)	Hazard Reported On (User Local Time)	Current Risk Score	Residual Risk Score	Hazard Ready For Sign-Off
HZ007046	Learning test	Air Quality	Hamilton	Greater Green Triangle...			High		No
HZ007021	Test	Collision - Vehicle	Daw Park	Repatriation General H...			Medium	Medium	No
HZ007020	Test	Chemical Reaction	Murray Bridge	Flinders University Ru...			Medium	Low	Yes

0 selected / 3 total

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The hazard will now be investigated by the area supervisor and/or the Work Health & Safety team. If there are any further requirements the 'Reported By' person (from step 7) will be contacted.

*This ends the process.*