Health and Safety – Incidents

The list of current Incidents can be found by clicking here

Risks ▸
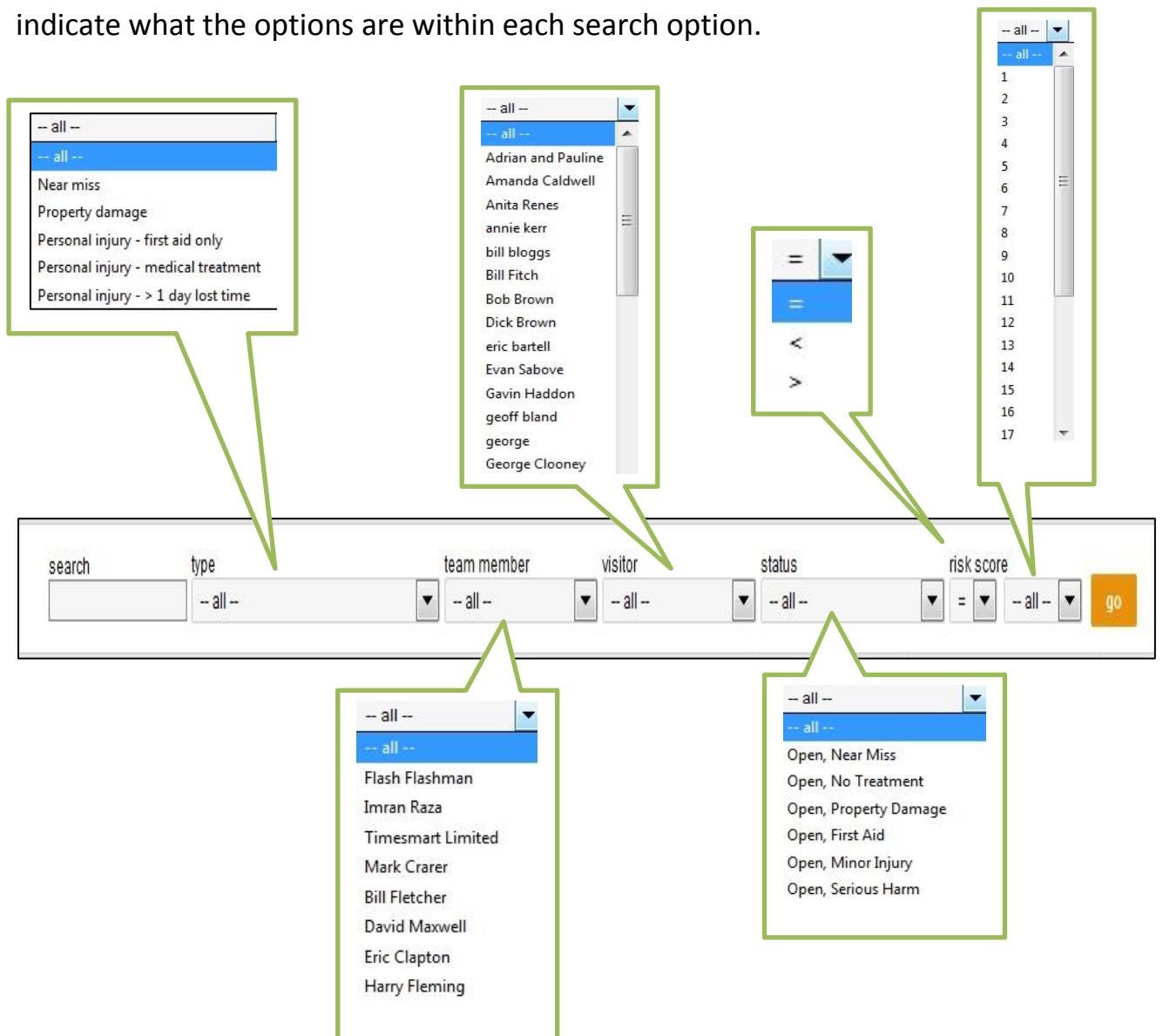Inductions ▸
Incidents ▸
Tasks
Messages

Report Incident

To report an Incident click here

Current Incidents

Clicking on Incidents will take the user to the current list of Incidents. At the top of the Current Incidents page is the search engine below. The boxes indicate what the options are within each search option.

-- all --
-- all --
Near miss
Property damage
Personal injury - first aid only
Personal injury - medical treatment
Personal injury - > 1 day lost time

-- all --
-- all --
Adrian and Pauline
Amanda Caldwell
Anita Renes
annie kerr
bill bloggs
Bill Fitch
Bob Brown
Dick Brown
eric bartell
Evan Sabove
Gavin Haddon
geoff bland
george
George Clooney

=
=
<
>

-- all --
-- all --
1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17

search | type | team member | visitor | status | risk score

-- all -- -- all -- -- all -- -- all -- = -- all -- go

-- all --
-- all --
Flash Flashman
Imran Raza
Timesmart Limited
Mark Crarer
Bill Fletcher
David Maxwell
Eric Clapton
Harry Fleming

-- all --
-- all --
Open, Near Miss
Open, No Treatment
Open, Property Damage
Open, First Aid
Open, Minor Injury
Open, Serious Harm

The search engine is very powerful. The most often used search will most likely be that of just searching for Incidents that have happened to a particular person which will either be the team member search or the Visitor search.

Below the Search engine will be the entire list of Incidents which will look something like the screenshot below. Searching by a particular team member or Visitor will display only the Incidents pertinent to that person.

Incidents								Report Incident
search	type -- all --	team member -- all --	visitor -- all --	status -- all --	risk score = -- all --	go		

ID	Date	Event Name	Type	Team Member/Visitor Name	Status	Risk Score
43	Feb 14 2017	Harry slipped down a bank in the wet and hurt his back	Personal injury - first aid only	Mark Crarer	Open, Minor Injury	3
42	Feb 09 2017	twisted ankle	Near miss	Mark Crarer	Open, Near Miss	1
41	Jan 31 2017	cut finger	Personal injury - first aid only	Mark Crarer	Open, First Aid	4
40	Jan 24 2017	fell off 4 wheeler	Near miss	Timesmart Limited	Open, Minor Injury	1
39	Jan 17 2017	Side by side fell over in Pivot Rut	Personal injury - medical treatment	Mark Crarer	Open, Minor Injury	6
38	Dec 13 2016	Broken Finger	Personal injury - medical treatment	Mark Crarer	Open, Minor Injury	6

Reporting an Incident

The initial Report sheet will look like the screenshot below

The Name of Event will display on the Incident List so is very important that the reference script is accurate for easy reference at a later date.

Once this initial report has been saved the **FULL INCIDENT REPORT** template will display.

The Full Incident Report

There is much information that can be stored in the **Full Incident Report**. The amount of information entered against any Incident will depend on the severity of the Incident. The Full Incident Report is explained below where necessary:

Incident

Details   **+**

Accident Insurance Claim Number :

Event Date : Feb 14 2017   ✖

Employer Full Name/Address : * AgriSmart Demo *
Farm address here

Type of Person Reporting : Employee ▼

Name of Person Reporting : Mark Crarer

Location

Location Map : ✚ add map

Location Description :

Witnesses   **+**

Personal Details

Name of injured person : -- employee -- ▼

-- temp user -- ▼

Residential Address :

Date of Birth : -- day -- ▼   -- month -- ▼   -- year -- ▼

Gender : male ▼

Employment

Job Title :

Type of Employment of Injured :

Period of Employment :

Incident Details

Treatment :

Time of Incident :

Shift :

Hours Since Start of Work :

Mechanism of Accident : -- select -- ▼

-- select --
Hit by moving object
Biological factors
Body stressing
Chemicals or other substances
Fall, trip or slip
Heat, radiation or energy
Hitting objects with body
Mental stress/fatigue
Sound or pressure
Other

Analysis :

Cause of Harm : -- select --

Body Part Affected :
- [ ] Abdomen
- [ ] Ankle
- [ ] Arm, lower
- [ ] Arm, upper
- [ ] Back, lower
- [ ] Back, upper
- [ ] Chest
- [ ] Ears
- [ ] Elbow
- [ ] Eye(s)
- [ ] Face
- [ ] Finger/Thumb
- [ ] Foot
- [ ] Hand
- [ ] Head
- [ ] Hip, upper leg, thigh
- [ ] Internal
- [ ] Knee
- [ ] Leg, lower
- [ ] Multiple locations
- [ ] Neck
- [ ] No injury
- [ ] Nose
- [ ] Shoulder
- [ ] Toe
- [ ] Wrist
- [ ] Other

Side of Body :
- [ ] Not Applicable
- [ ] Left
- [ ] Right
- [ ] Front
- [ ] Back

Primary Injury or Disease : -- select --

Cause of Harm dropdown:
- -- select --
- Animal, human, biological
- Bacteria or virus
- Chemicals or chemical product
- Environmental exposure, (e.g. dust, gas
- Machinery or fixed plant
- Material or substance
- Mobile plant or transport
- Non powered tool or equipment
- Other Energy
- Powered equipment, tool or appliance
- Other

Primary Injury or Disease dropdown:
- -- select --
- Not Applicable
- Laceration
- Open wound
- Mental disorder
- Fracture to spine
- Multiple injuries
- Fracture
- Dislocation
- Pain, gradual onset
- Puncture wound
- Sprain or strain
- Head injury
- Superficial injury
- Teeth, dental
- Foreign body, ear
- Foreign body, eye

Report :

Description : Harry was riding a bit fast through the paddock and hit a pivot rut. He was wearing a helmet. Harry was watching the cows as he was looking for 132 who had been looking wobbly on her feet.

Type of Event : Near miss

Near miss
Near miss
Property damage
Personal injury - first aid only
Personal injury - medical treatmer
Personal injury - > 1 day lost time

Sudden exposure requiring health check? ☐

Notifiable injury, illness or death? ☐ ⓘ

Notifiable incident ☐ ⓘ

If notifiable, has the site been preserved? ☐

Should this be added to the hazard register? ☐

1: Rare - only in exceptional circumstances
1: Rare - only in exceptional circumstances
2: Unlikely - may have happened, could occur sometime
3: Moderate - should occur, strong possibility
4: Likely - has happened previously, possible occurrence
5: Almost certain - happens often, expected to occur frequently

Investigation : What investigation is appropriate?

Probability of this happening again (P) : 1: Rare - only in exceptional circumstances

Expected severity if it happens again (S) : 1: Negligible harm - inconvenience or adjustment

Risk Score : 1 (P) x (S)

Investigation Task : Check the rut harry hit and also the bike for damage

☑ create task

new task will be created once incident saved

1: Negligible harm - inconvenience or adjustment
2: Minor harm - first aid or minor property damage
3: Moderate harm - medical intervention, lost function/service
4: Major harm - permanent loss of function, possibly long term
5: Fatal injury(s) - major damage not necessarily immediate

Notice that the risk score for this particular incident is 1x1=1. The maximum risk score is 25

If a task needs to be created around the incident then log the details in here.

Follow Up :

Develop rehabilitation plan? ☐

Close Off :

Return to work date : ✖

Notes :

Supporting Files :

file 1 description | Browse... | No file selected.

Any documentation, Images, Video etc can be stored and named here if required.

💾 save