



## HAZARD AND INCIDENT REPORT FORM

### HOW TO FILL OUT THIS FORM: (This form is for ALL hazards, incidents and accidents)

For further information refer to Monash University Procedures for Hazard and Incident Reporting, Investigation and Recording (Version no, 2004), which are available at <http://www.adm.monash.edu.au/ohse/documents/Docum.htm>.

### **NOTE: THIS IS NOT A WORKCOVER CLAIM FORM**

#### **Person involved in incident or accident**

- Fill in Sections A to C and sign form
- Copy form and retain copy as a receipt of injury notification
- Staff member/student: Pass form on to your supervisor or safety officer and participate in investigation of the incident with the safety officer and health & safety representative
- Non-staff member: Pass form on to the supervisor or the safety officer of the area, OH&S or to Security & Traffic
- Supervisor or person providing initial treatment should fill in the form if the injured person is unable to do so

**NB Reports containing confidential issues can be forwarded directly to OH&S, bypassing any party as necessary.**

#### **Person reporting environmental incident, hazard, fire or property damage**

- Fill in Sections A & B and sign form
- Staff member/student: Pass form on to your supervisor or safety or environmental officer, as appropriate
- Non-staff member: Pass form on to supervisor or safety or environmental officer of the area, OH&S or to Security & Traffic

#### **Supervisor**

- Notify safety or environmental officer immediately. If not available, notify health & safety representative
- Review form and participate in investigation of the hazard or incident with the safety or environmental officer and health & safety representative
- Complete Section D and sign form to confirm the effectiveness of the corrective/preventive action
- Forward form to safety or environmental officer, as appropriate

#### **Safety Officer/Environmental Officer**

- Notify OH&S (990 51016) immediately of ALL notifiable incidents
- Participate in investigation of reported hazard or incident
- Sign form after completion of Section D to confirm the effectiveness of the corrective/preventive action
- When complete, distribute copies of form to person involved in incident, head of academic/administrative unit, zone OHS&E committee chairperson and OH&S (original)

#### **Health & Safety Representative**

- Participate in investigation of reported hazard or incident
- Sign form after completion of Section D to confirm the effectiveness of the corrective/preventive action
- Forward form to safety or environmental officer, as appropriate

#### **Head of Academic/Administrative Unit**

- Review form, sign and indicate the status of recommendations
- Retain copy of completed form for records
- Forward completed form to safety or environmental officer for distribution

#### **Occupational Health and Safety & Environment (OHS&E)**

- Report appropriate incidents to relevant regulatory authorities
- Review status of preventive actions

#### **Zone OHS&E Committee Chairperson**

- Receive copy of form for tabling at next zone OHS&E committee meeting

#### **Privacy statement:**

The information on the form is collected for the primary purpose of reporting, investigation and recording of hazards and incidents. The information may also be used for a related secondary purpose, providing required information to relevant units within Monash University such as Employee Assistance & Rehabilitation and Risk & Insurance; providing you with information about OH&S matters; to comply with legislative reporting requirements; attending to day to day administrative matters; and preparing statistical analyses. The information collected on this form may be disclosed to other organisations such as government departments eg WorkSafe Victoria; external organisations where Monash University employees regularly work such as hospitals, Monash owned companies or other tertiary organisations; the university's legal advisers or other professional advisers and consultants engaged by the university. If all of the information requested is not provided, it may not be possible for the university to meet its legal obligations. You have a right to access personal information that Monash University holds about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information, please contact the university Privacy Officer on 9905 6048

