



UNIVERSITY
OF WOLLONGONG
AUSTRALIA

UOW SAFE@WORK

SAFETYNET USER GUIDE

Contents

1.	Introduction.....	4
1.1.	Accessing SafetyNet	4
1.2.	SafetyNet Test Environment.....	4
1.3.	User Profiles.....	4
2.	SafetyNet Navigation.....	6
2.1.	Dashboard	6
2.2.	Form Menu.....	6
3.	Work List Form.....	7
4.	Search Form	8
4.1.	General	8
4.2.	Incident/Hazard	10
4.3.	Risk Assessment	11
4.4.	Safe Work Procedure	11
4.5.	Workplace Inspection Hazard	11
4.6.	Search Results	12
5.	Incident/Hazard Report Form	13
5.1.	Form Details.....	13
5.2.	Injury Details.....	17
5.3.	Corrective Actions	19
5.4.	Review and Comment.....	21
5.5.	Supervisor Review and Approval	22
6.	Workplace Inspection Hazard Form	24
6.1.	Form Details.....	24
6.2.	Supervisor Review and Approval	29
7.	Risk Assessment Form.....	31
7.1.	Form Details.....	31
7.2.	Field Activity Risk Assessment	35
7.3.	Assessment and Control.....	38
7.4.	Review and Comments	41
7.5.	Supervisor Review and Approval	42
8.	Safe Work Procedure Form.....	44
8.1.	Form Details.....	44
8.2.	Procedures and Actions.....	48
8.3.	Review and Comments	50
8.4.	Supervisor Review and Approval	51
9.	Searching for Staff and Students.....	53

10.	Completing Corrective Actions	54
11.	Version Control Table.....	55

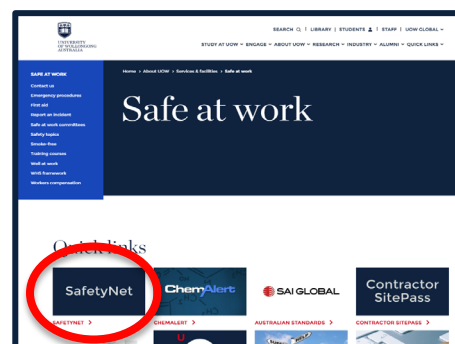
1. Introduction

SafetyNet is the online system for recording hazard/incidents reports, safe work procedures and risk assessments at the University of Wollongong. This guide assists users in completing the online forms.

1.1. Accessing SafetyNet

SafetyNet can be accessed a number of different ways. The main way users can access SafetyNet is via the “Quick Links” from the [UOW Safe@Work internet page](#). This link will take users to a web page containing a link directly to SafetyNet as well as information on the system.

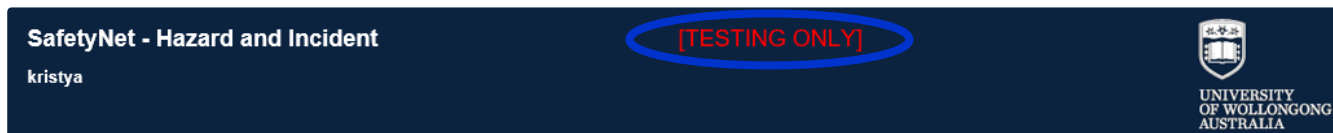
Another way of accessing SafetyNet is via a hyperlink contained within an email notification or corrective action reminders which are generated after a hazard/incident has been reported or a risk assessment or safe work procedure has been submitted.



SafetyNet was initially developed based on Internet Explorer 6. While it may function using other browsers, it is recommended to use the newest available version of Internet Explorer for optimum performance.

1.2. SafetyNet Test Environment

The SafetyNet Test Environment exists so users can practice navigating through the forms and entering reports. Just go to <https://uow-test.sbcit.com.au/IncidentForm/Impersonate.aspx?page=/IncidentForm>, enter your UOW username, and click “impersonate”.

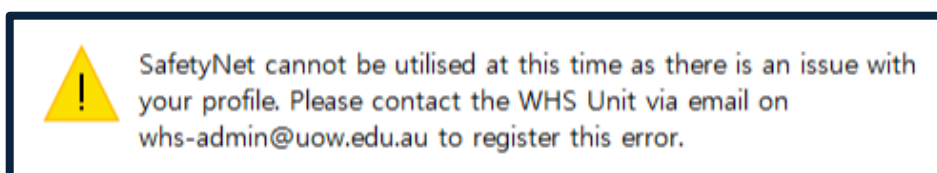


The words **[TESTING ONLY]** display at the top of the screen when using the test environment to visually differentiate from the live environment.

1.3. User Profiles

A UOW user profile is required to access SafetyNet. Different profiles allow Users to have different levels of access to the system.

If a user is new to the University and receives the below error message when attempting to access SafetyNet, they should email the WHS Unit on whs-admin@uow.edu.au for assistance.



Staff Profile

This profile is standard for University staff who have a UOW staff number (and are paid wages/salary via the UOW payroll system) and are allocated a Supervisor within the UOW Human Resources system. Users with this profile will be able to:

- Enter a report (HIR, RA, SWP, WIH)
- Be added as a Supervisor, Developer, Approver, Responsible Person etc to any report

Student Profile

This profile is standard for University students who have a UOW student number and are allocated a “default supervisor” within the system. Users with this profile will be able to:

- Enter a report (HIR, RA, SWP, WIH)
- Be added as a Supervisor or Developer

Visitor Profile

This profile is standard for users that do not have a UOW staff or student number, eg:

- visiting fellow
- visiting research student
- visiting lecture
- contractor
- UOW Pulse/UOW Global Enterprises staff member
- and many other users

These users will still have an email address with the domain @uow.edu.au or @uowmail.edu.au and therefore will be able to access the basics SafetyNet functions only:

- Enter a report (HIR, RA, SWP, WIH)

2. SafetyNet Navigation

2.1. Dashboard



Work List

The work list displays all documents and items that require action by the user. Each time you login to SafetyNet your worklist should be displayed. If you have no items to follow up on your worklist will be blank. See Section 3 Work List Form for more information.

Incident/Hazard

The incident/hazard form allows you to record any incidents, hazards and near misses. See Section 5 Incident/Hazard Report Form for more information.

Inspection

The inspection form allows you to record the outcomes of workplace inspections. See Section 6 Workplace Inspection Hazard Form for more information.

Risk Assessment

This form records risk assessments including the hazards, the risk level and controls to make it safe. See Section 7 Risk Assessment Form for more information.

Safe Work Procedure

This form records the job steps of an activity and any hazards and controls to ensure the task is performed in a safe way. See Section 8 Safe Work Procedure Form for more information.

Search

You can use the search function to search for any type of document stored in SafetyNet. See Section 4 Search Form for more information.

Print

This print button can be used to print the information that is currently displayed on the screen.

NOTE: This button does not convert the report you are viewing into a PDF.

Help

Clicking this link will display a PDF copy of this document – UOW SafetyNet User Guide.

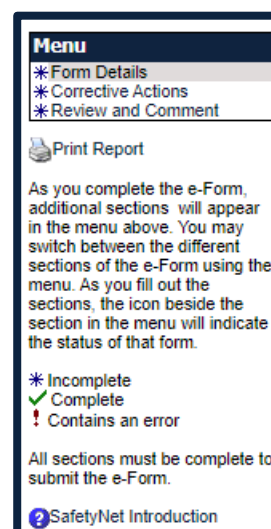
2.2. Form Menu

This menu is displayed for each form and is located on the left hand side. It can be used to navigate between “Form Details”, “Corrective Actions” and “Review and Comment” screens on a form.

The “Print Report” link will produce a PDF of the whole form, not just the page currently being displayed.

There are 3 different icons that are displayed next to the form section. All fields sections must be complete to submit the e-Form.

Clicking “SafetyNet Introduction” link will display a PDF copy of this document – UOW SafetyNet User Guide.



3. Work List Form

My Work List

Task Assigned To

Kristy Adams

Date Due From: Date Due To: Display Results Per Page: 25

Export Refresh

Ref. No.	Date	Action Required	Status	Unit	Description	View Doc	Corrective Action	Date Due
UOW09520	01/11/2019	Complete Risk and submit	Draft (RA)	Workplace Health & Safety Unit	Test			01/11/2019

My Work List

This heading confirms that users are viewing their personal work list.

Supervisors and Managers have an additional heading link called “My Team Work List” where they are able to view the work lists for each member of their team.

Due Date From/Due Date To

The “Date Due From” and “Date Due To” fields can be used to filter items in the work list with a “Date Due” (see table below) within a fixed date range. When both fields are blank the work list displays ALL items contained within it.

Display Results Per Page

The number of results returned can be set from the “Display Results Per Page” drop-down box.

Export

You can export your work list by clicking the export link. This will export all visible fields in your work list into an excel spreadsheet.

Refresh

If you make any changes to the filters on your work list, click “Refresh” to show the new results.

Ref. No.	Date	Action Required	Status	Unit	Description	View Doc	Corrective Action	Date Due
UOW09520	01/11/2019	Complete Risk and submit	Draft (RA)	Workplace Health & Safety Unit	Test			01/11/2019
UOW09168	08/08/2019	Complete Risk and submit	Draft (RA)	Environmental & Sustainability Initiatives Unit	Chemical Waste Disposal			08/08/2019
HIR-19-0120	13/03/2019	Complete Corrective Action	Open (HIR)	School of Earth, Atmospheric and Life Sciences (SEALS)	Update University Online HF Awareness Training with clarity for: How to dispose of contaminated or decontaminated containers How to dispose of neutralised and diluted HF (once it has been dete			30/05/2019

View Doc

The “View Doc” icon is used to open any documents that may require actions or review by you.

Corrective Action

The “Corrective Action” icon is used to open any corrective actions that have the user assigned as the Person Responsible. See Section 10 Completing Corrective Actions for more information.

4. Search Form

4.1. General

The Search Form allows the user to search the system for all types of documents.

NOTE: Students will only be able to access forms where they are listed as “Reported/Developed By”.

NOTE: For incident/hazard forms that are confidential, only the person listed as “Reported/Developed By” (or a system administrator from the WHS Unit) will see this report in the search results.

Reference No

This field allows the user to enter a reference number as part of their search criteria.

Searches are performed using the “contains” function, eg:

- searching for 0001 will return the first incident/hazard report entered in ANY year as well as the first RA or SWP entered in any time period
- searching for HIR-19-0001 will return the first incident/hazard report entered in 2019

If users require the search to be more specific, enter the full reference number or select further criteria to narrow the search.

NOTE: If this field is completed, no other criteria is required to be selected to generate the search.

Description

This is a free text field which allows the user to search for a form based on its description.

Searches are performed using the “contains” function and the “exact match”, eg:

- searching for DRILL will return any form with this word in the description
- searching for POWER DRILL will return any form with both the words POWER and DRILL in the description, but the words do not need to be consecutive
- searching for “POWER DRILL” (using inverted commas) will return any form with the phrase in the description

NOTE: It is important that a clear description has been entered on the original form so that searching on this field returns meaningful results.

File Type

Searches can be filtered based on file type of:

- Incident/Hazard (see Section 4.2 Incident/Hazard for more information)
- Risk Assessment (see Section 4.3 Risk Assessment for more information)
- Safe Work Procedure (see Section 4.4 Safe Work Procedure for more information)
- Workplace Inspection Hazard (see Section 4.5 Workplace Inspection Hazard for more information)

If no criteria is entered in the Reference Number field, this field becomes mandatory.

NOTE: If a file type is selected, further search filters will become available. These further search filters are optional.

Date From/Date To

These fields allow users to filter results based on a time range.

- The Date From field can be used to filter results entered AFTER a chosen date.
- The Date To field can be used to filter results entered BEFORE a chosen date.
- If both fields are left blank, results entered on any date will be returned.

Reported/Developed By (Staff)

This field can be populated by clicking on the “Search” link adjacent to this field.

See Section 9 Searching for Staff and Students for more information.

NOTE: This field will only search on users with a Staff Profile. See Section 1.3 User Profiles for more information.

Reported/Developed By (Student)

This field can be populated by clicking on the “Search” link adjacent to this field.

See Section 9 Searching for Staff and Students for more information.

NOTE: This field will only search on users with a Student Profile. See Section 1.3 User Profiles for more information.

Supervisor/Approved By

This field can be populated by clicking on the “Search” link adjacent to this field.

See Section 9 Searching for Staff and Students for more information.

NOTE: This field will only search on users with a Staff Profile. See Section 1.3 User Profiles for more information.

Person Responsible

This field can be populated by clicking on the “Search” link adjacent to this field.

See Section 9 Searching for Staff and Students for more information.

NOTE: This field will only search on users with a Staff Profile. See Section 1.3 User Profiles for more information.

Faculty/Portfolio, School/Division/Unit, School/Unit

These fields are searchable using drop down lists from the UOW Human Resources data file. If changes are made to this data, eg organisational structure changes, existing records will remain unchanged and display the previous structure. Searches on the new structure will also display results based on the previous structure.

NOTE: You may need to select the same item in both the School/Division/Unit and School/Unit menus.

Location

This field is searchable using a drop down list that is populated with UOW campuses.

This field is mandatory.

Building

This field is searchable using a drop down list that is populated with UOW buildings.

Display Results per Page

This field can be changed using a drop down list. Options are:

- blank (all results will be displayed)
- 25
- 50
- 75
- 100

Go

Click this button to run the search.

Clear

Click this button to clear all search parameters.

Export

Users can export search results by clicking the export link. This will export all visible fields in your work list into an excel spreadsheet. See Section 4.6 Search Results for more information on search results.

4.2. Incident/Hazard

These search filters become available if the relevant File Type has been selected above and are optional.

Incident/Hazard:

Occurrence Type: ☐ Incident ☐ Hazard ☐ Near Miss ☐ Hazard from Workplace Inspection

Status: Risk Score:

Causation: Control Type:

Occurrence Type

Select the occurrence type of the report.

Status

Select the status of the incident/hazard report from the drop down list. See Section 5 Incident/Hazard Report Form for more information.

Risk Score

Select the risk score from the drop down list.

Causation

This is a free text field which allows the user to search for an incident/hazard report based on the “Cause of Incident/Hazard”. See Section 5 Incident/Hazard Report Form for more information.

NOTE: It is important that a clear causation has been entered on the original form so that searching on this field returns meaningful results.

Control Type

Select the control type from the drop down list.

4.3. Risk Assessment

These search filters become available if the relevant File Type has been selected above and are optional.

Risk Assessment:
 Status: Risk Score: Control Type:
 Risk Type: ☐ General
 Category: ☐ General ☐ Field Work ☐ Maintenance ☐ Office ☐ Research ☐ Teaching ☐ Other

Status

Select the status of the RA from the drop down list. See Section 7.1 Form Details for more information.

Risk Score

Select the risk score from the drop down list.

Control Type

Select the control type from the drop down list.

Risk Type

NOTE: Please ignore this search criteria as it is currently not functioning correctly.

Category

Select a risk assessment category. Multiple selections can be made to filter results.

NOTE: This field is NOT linked to the Risk Type field on the risk assessment.

4.4. Safe Work Procedure

These search filters become available if the relevant File Type has been selected above and are optional.

Safe Work Procedure:
 Status: Risk Score:
 SWP Type: ☐ General ☐ Field Work ☐ Maintenance ☐ Office ☐ Research ☐ Teaching ☐ Other

Status

Select the status of the SWP from the drop down list. See Section 8.1 Form Details for more information.

Risk Score

Select the risk score from the drop down list.

SWP Type

Select an SWP type. Multiple selections can be made to filter results.

4.5. Workplace Inspection Hazard

These search filters become available if the relevant File Type has been selected above and are optional.

Workplace Inspection Hazard:
 Status: Risk Score: Control Type:
 Display Results per Page:

Status

Select the status of the workplace inspection hazard report from the drop down list. See Section 6 Workplace Inspection Hazard Form for more information.












Risk Score

Select the risk score from the drop down list.

Control Type

Select the control type from the drop down list.

4.6. Search Results

Ref. No	Date	Form Type	Status	Type	Faculty	Unit	Description	Developer / Entered By	Approver / Supervisor	ViewCopy Doc From
 UOW09080	1/10/2019	RA	Approved	BioSafety	Faculty of Science Medicine and Health	Medicine	Masters Project	Ailish Cleary	Linda Deitch	 Copy
UOW09355	1/10/2019	RA	Approved	BioSafety	Faculty of Science Medicine and Health	Illawarra Health & Medical Research Institute	DNA Extraction, Gel electrophoresis and qPCR	Rasikh Habib	Linda Deitch, Faisal Hai	 Copy
 UOW09363	3/10/2019	RA	Approved	General, Hazardous Substances	Faculty of Engineering and Information Sciences	Mechanical, Materials, Mechatronics & Biomedical	Chemical Processing of Metallurgical Wastes [Andrew Lang]	Wayne Ireland	Guangqing Zhang	 Copy
UOW09412	4/10/2019	RA	Approved	General	Faculty of Social Sciences	Early Start	Colour Your World October School Holiday Program	Tarryn Fisher	Martha Johnson	 Copy
UOW09438	2/10/2019	SWP	Approved	Research	Faculty of Science Medicine and Health	School of Earth, Atmospheric and Life Sciences (SEALS)	Drying Oven	Ting Cheng	Bo Li	 Copy
UOW09439	2/10/2019	SWP	Approved	Research	Faculty of Science Medicine and Health	School of Earth, Atmospheric and Life Sciences (SEALS)	Use of hotplates	Ting Cheng	Bo Li	 Copy
UOW09440	2/10/2019	RA	Approved	Hazardous Substances	Faculty of Science Medicine and Health	Earth and Environmental Sciences (Inactive)	Geological sample digestion using dilute Hydrochloric acid (10%) and Hydrogen Peroxide (30%)	Ting Cheng	Bo Li	 Copy
 UOW09441	3/10/2019	RA	Approved	Field Activity	Faculty of Science Medicine and Health	School of Earth, Atmospheric and Life Sciences (SEALS)	PhD Fieldwork	Ana Gracanin	Katarina Mikac	 Copy

View Doc

Click this icon to view the full details of the form.

Copy From

Click this link to copy the details of the existing form into a new form. The user will be directed to a new RA or SWP form with all the fields copied from the existing form excluding the following fields:

- Reference Number
- Date Created
- Date Approved
- Developed By
- Approved By
- Review and Comment Section
- Status
- Date Last Updated
- FacultyPortfolio
- School/Division/Unit
- School/Unit

5. Incident/Hazard Report Form

Hazard and incident reporting is an essential component in the management of Workplace Health and Safety (WHS). The reporting of hazards and incidents assists with the achievement of a healthy and safe work environment by ensuring that all identified hazards can be brought to the attention of personnel who can eliminate or minimise any health and safety risks to an acceptable level.

More information on reporting incidents and hazards can be found in the [Incident Management and Reporting Guidelines](#).

5.1. Form Details

Form Details			
Ref No:	<input type="text"/>	Status	<input type="text" value="Initial"/>
Date Created	<input type="text" value="6/12/2019"/>		

The Form Details will be seen at the top of each page of the form.

Ref No

This refers to a unique document number given to each incident/hazard report (HIR). The field will be populated upon saving the HIR to the database for the first time. Users can use the reference number to locate a HIR using the search form.

The numbering system will be HIR-YY-xxxx with YY being the year the report was entered and xxxx being a consecutive number. No 2 documents will have the same number.

NOTE: If the Ref No begins with SF (eg SF-HIR-YY-xxxx) then it is still in Short File status. See below.

Status

This is the status of the HIR form being entered. The status descriptions are as follows:

Status	Description
SHORT FILE (SF)	Incident pending supervisor approval.
OPEN	Incident reviewed and approved. Incident or new actions added reviewed and approved by supervisor.
COMPLETE	Incident will have a status of "Complete" assigned to them when all corrective actions on an incident have been completed, that is there is a date recorded on the Date Completed field on the Corrective Actions dialog. <i>NOTE: If the Risk associated with the Incident is "Low" and all corrective actions have been completed the status will be updated to "Closed" immediately i.e. the incident is not required to be set to a status of "Complete" first.</i>
CLOSED	Effectiveness review completed on all corrective actions and are effective for High and Medium Risk Incidents (or for Medium Risk Incidents NA – Reviews Not Conducted selected). That is, the Controls Effective field equal to "Yes" or "NA – Review Not Conducted" and the Review Date field has been completed by the user or the system automatically.
NEW ACTIONS REVIEW	Incidents will have a status of "New Actions – Review" when 1 or more new Corrective Actions have been added to an Incident after the incident status of "Complete" or "Closed". When an incident has been set to a status of "New Actions – Review" an email notification will be sent to the main Supervisor recorded on the incident informing them to review the new corrective action/s added and that requires the review.

Date Created

This displays the date on which the HIR was first created.

Date Entered

This displays the date on which the HIR was entered.

Entered By

This field is populated automatically with the name of the person currently logged into the system.

Confidential

This field is a checkbox which allows the user to mark the HIR as confidential.

Selection of the confidential checkbox will ensure that the incident will be reported to the WHS Unit only and recorded supervisors will be bypassed.

Person Type

This field will have “Employee” selected by default and the details of the logged in user automatically populated.

If you are reporting on behalf of someone else, select the appropriate person type. If applicable, the Search binoculars are available for use (see Section 9 Searching for Staff and Students for more information). If these are not available, the fields will be free text to be typed into.

Faculty/Portfolio, School/Division/Unit, School/Unit

These fields are searchable using drop down lists from the UOW Human Resources data file. If changes are made to this data, eg organisational structure changes, existing records will remain unchanged and display the previous structure. Searches on the new structure will also display results based on the previous structure.

NOTE: You may need to select the same item in both the School/Division/Unit and School/Unit menus.

These fields are mandatory.

Supervisor

This field will be completed by default with the supervisor of the person logged into SafetyNet.

NOTE: The most appropriate Supervisor for a HIR may not be the person whose name is entered as the default.

The “Remove” link can be used to remove Supervisor names, and “Change Supervisor” should be used as required. See Section 9 Searching for Staff and Students for more information.

NOTE: Only users with a Staff Profile can be added as a Supervisor. See Section 1.3 User Profiles for more information.

Additional Supervisor(s)

Additional supervisors can be added if required. This may be appropriate if multiple people need to be notified of the incident due to it relating to more than one area.

NOTE: Additional supervisors will receive a PDF notification of the HIR being reported but will not be able to approve or make comment on the report.

Send Report Externally

If the report needs to be sent externally (eg to a contractor) then the email address can be entered into this free text field.

Occurrence Type

It is mandatory to select one button from:

- Incident – any unplanned event resulting in injury, ill health, damage, or other loss.
- Hazard – a source or a situation with a potential for harm in terms of human injury or ill-health, damage to property, damage to the environment, or a combination of these.

NOTE: See Section 6 Workplace Inspection Hazard Form for how to report hazards identified during a workplace safety inspection.

- Near Miss - an incident that does not produce an injury or disease but has the potential to do so.

If “Incident” is selected, then it is mandatory to select one button from:

- With Injury
- Without Injury

Incident Classification

If “Incident” is selected as the Occurrence Type, then it is mandatory to select from the drop down menu.

Hazard Classification

If “Hazard” is selected as the Occurrence Type, then it is mandatory to complete these fields.

Incident/Hazard Description			
Attachments			
Attach File:	<input type="button" value="Choose File"/>	No file chosen	<input type="button" value="Add"/>
Filename	Description	View	Remove

Incident/Hazard Description

This field allows the user to enter a free-text description of the incident/hazard being reported. A reasonable amount of specific detail should be used to ensure useability of this field via the Search Form at a later date. Only factual information should be included. Information included in this field should be clear and concise as it will be used for reporting purposes as required.

NOTE: Private or personal information (including names, addresses and phone numbers), or identifying information (including staff and student numbers) MUST NOT be included in descriptions. If an injury has occurred, details of the person injured will be captured confidentially in section 5.2 Injury Details.

Attachments

The attachments section allows the user to attach documents relating to the HIR. Documents that may be attached here include, but are not limited to:

- Photos of the hazardous area or item
- Maps indicating the area of concern
- Previous correspondence relating to the HIR

Incident/Hazard Details			
Date of incident/Hazard:	<input type="text" value="6/12/2019"/>	Time of Incident:	<input type="text"/>
Date Reported:	<input type="text"/>	Reported To:	<input type="text"/>
Location of Incident/Hazard:	<input type="text"/>		
Building:	<input type="text"/>	Room:	<input type="text"/>
Specific Location:	<input type="text"/>		

Date of Incident/Hazard

This date defaults to “today’s date” but can be changed if the incident occurred in the past. Click on the calendar to change the date.

This field is mandatory.

Time of Incident

This is a free text field.

Date Reported

This is the date that the incident was reported to someone. It may have been reported prior to the HIR being entered. Click on the calendar to select the date.

Reported To

This is a free text field.

Location of Incident/Hazard

This field is a drop down list that is populated with UOW campuses.

This field is mandatory.

Building

This field is a drop down list that is populated with UOW buildings.

This field is mandatory.

Room

This is a free text field that allows the user to enter room details.

Specific Location

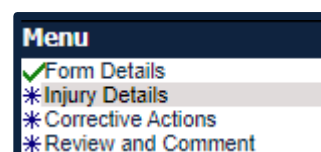
This field allows the user to enter a brief description of the location where the incident/hazard occurred, eg radiation laboratory.

5.2. Injury Details

If “Incident – With Injury” was selected as the Occurrence Type on the Form Page, an extra “Injury Details” page will appear in the Form Menu.

NOTE: The Injury Details Page is ONLY visible within SafetyNet to the following people:

- Person who entered the HIR
- Injured Person (if the HIR was entered by someone else)
- Nominated Supervisor and Additional Supervisors
- System administrator from the WHS Unit



Completion of this extra page is mandatory if it is displayed.

 A screenshot of a form titled 'Injured Person'. It features a 'Person Type:' label followed by seven radio button options: 'Casual', 'Contractor', 'Employee', 'Part-time', 'Student P/G', 'Student U/G', and 'Visitor'. Below this are four text input fields arranged in two rows: 'First Name(s):' and 'Surname:' in the top row, and 'Email:' and 'Job Title:' in the bottom row.


Injured Person


Complete your details here if you are reporting your own injury.

If you are reporting on behalf of someone else, select the appropriate person type. If applicable, the Search binoculars are available for use (see Section 9 Searching for Staff and Students for more information). If these are not available, the fields will be free text to be typed into.

This field is mandatory.

NOTE: If “Employee” is selected, the following message will be displayed:

 Please call the WHS Unit on 3931 to discuss reporting a Workers Compensation claim

Level of Treatment	
<input type="radio"/> None <input type="radio"/> First Aid <input type="radio"/> Intend to seek Medical Treatment <input type="radio"/> Medical Treatment <input checked="" type="radio"/> Lost Time Injury	Date Ceased Work: <input type="text"/> 
Injury Details	
Nature of Injury/Disease	<input type="text"/>
Bodily Location of Injury/Disease	<input type="text"/>
Mechanism of Injury/Disease	<input type="text"/>
Agency of Injury/Disease	<input type="text"/>

Level of Treatment

Select the level of treatment applicable to the injury.

If “Lost Time Injury” is selected, the “Date Ceased Work” field will be mandatory.

Injury Details

These fields are drop down lists.

These fields are mandatory.

Description of Illness/Injury <div style="border: 1px solid #ccc; height: 80px; margin-top: 5px;"></div>
Specific task being performed at time of Incident/Injury <div style="border: 1px solid #ccc; height: 80px; margin-top: 5px;"></div>
Description of Treatment Provided <div style="border: 1px solid #ccc; height: 80px; margin-top: 5px;"></div>

Description of Illness/Injury

This is a free-text field. Only factual information should be included. Information included in this field should be clear and concise as it will be used for reporting purposes as required.

This field is mandatory.

Specific Task Being Performed at Time of Incident/Injury

This is a free-text field. Only factual information should be included. Information included in this field should be clear and concise as it will be used for reporting purposes as required.

This field is mandatory.

Description of Treatment Provided

This is a free-text field.

This field is mandatory.

Name of UOW First Aider	
Name:	<input type="text"/>
Name of Treatment Provider	
Name:	<input type="text"/>
Phone:	<input type="text"/>

Name of UOW First Aider

If a UOW Appointed First Aid Officer attended to the injury, enter their name(s) here.

Name of Treatment Provider

If treatment was sought from an external provider, eg a medical centre or hospital, enter the details here. This field will be mandatory if “Medical Treatment” was selected in “Level of Treatment” above.

5.3. Corrective Actions

Contributing Factors	
<input type="checkbox"/> Lack of or inadequate plant/equipment	<input type="text"/>
<input type="checkbox"/> Lack of or inadequate procedures/instructions	<input type="text"/>
<input type="checkbox"/> Lack of or inadequate training	<input type="text"/>
<input type="checkbox"/> Lack of or inadequate management/supervision	<input type="text"/>
<input type="checkbox"/> Inappropriate or inadequate work environment	<input type="text"/>
<input type="checkbox"/> Inappropriate actions and/or behaviour	<input type="text"/>
<input type="checkbox"/> Lack of or inadequate management system	<input type="text"/>
<input type="checkbox"/> Other contributory issues	<input type="text"/>
Cause of Incident/Hazard	
<input type="text"/>	
Risk Assessment	
Consequence:	<input type="text"/>
Likelihood:	<input type="text"/>
Risk:	
Corrective Actions	
<input type="text"/>	
<input type="button" value="Add Corrective Action Plan"/>	

Contributing Factors

Tick all contributing factors that apply. It is mandatory to select at least one.

The free-text field should be completed to outline why the particular contributing factor was selected. Only factual information should be included. Information included in this field should be clear and concise as it will be used for reporting purposes as required.

Cause of Incident/Hazard

This is a free-text field.

Risk Assessment

“Consequence” and “Likelihood” are drop down lists prepopulated with items from the UOW risk matrix. The “Risk Score” will be automatically calculated based on consequence and likelihood selections.

The POTENTIAL risk of the incident should be recorded here, ie, the incident may have resulted in a report only and no injury (minor consequence), but the potential was for medical treatment (major consequence).

This field is mandatory.

Corrective Actions

The corrective actions grid allows users to enter control actions for the hazards entered. When “Add Corrective Action Plan” is selected, the below Corrective Action Details screen opens.

Corrective Action Details:

Can this risk be eliminated? ☐ Yes ☐ No

Control Type:

Corrective Action Description:

Responsibilities and Timeframes:

Person Responsible: Search

Email:

Target Date: Date Completed:

Person Responsible Comments:

Save Cancel

Corrective Action Details

NOTE: Any corrective actions entered WILL NOT be sent to the Person Responsible until the HIR has been authorised by the nominated Supervisor.

Can this risk be eliminated?

If “yes” is selected, the “Control Type” box below will not be available.

If “no” is selected, the “Control Type” box will become mandatory.

Control Type

This field is a drop down list that contains the hierarchy of controls to be used, in order, when minimising risk that cannot be eliminated.

Corrective Action Description

This is a free text field to be used to describe the corrective action that will be implemented to eliminate or minimise the risk.

Person Responsible

The field searches for users to be allocated a corrective action. Corrective actions can only be allocated to users with a staff or student profile.

In the case where a corrective action is meant for a user without a staff or student profile, eg a contractor, the UOW person responsible for the contractor should be listed.

NOTE: Corrective actions should be discussed and agreed upon with the person responsible prior to being entered.

NOTE: Only users with a Staff Profile can be added as a Responsible Person. See Section 1.3 User Profiles for more information.

Target Date

This is the date the corrective action should be completed by.

Date Completed

This is the date the corrective action has been completed. This may have already been done at the time this corrective action is being entered into SafetyNet.

Person Responsible Comments

This is a free text field that allows the person responsible to describe how the corrective action has been completed.

5.4. Review and Comment

Review Summary

This field will display a history of all comments recorded for the HIR in the review process. The text will be taken from comments made by the Supervisor when authorising the HIR (or requesting modification by the Reporter) and will be read only.

View Status History

Upon clicking this link a dialog will be displayed which will list all the status updates made to the record. PDFs of each version will be made available.

Submit

Once the “Submit” button is clicked, the user will be given the Reference Number for the HIR. This can be used to search for it at a later date.

They will also be given the option to download a PDF of the latest version.

5.5. Supervisor Review and Approval

If you have been listed as a Supervisor for a HIR, you will be sent an email advising that it has been submitted and requires authorisation.

From: UOW Incident Reporting System <noreply@sbcit.com.au>

Sent: Wednesday, 31 October 2018 3:00 AM

To: Samantha Avitaia <sharris@uow.edu.au>

Subject: SafetyNet - Incident/Hazard Report HIR-18-0628 – Submitted for your Review

The attached incident/hazard has been submitted via SafetyNet and requires your review:

Reference: HIR-18-0628

Description: A guy came in to the office yesterday who appeared to be on some sort of drugs and ranting on about his desire to be a hip-hop artist among other things. He started to call himself 'Machine-Gun Kelly' and at that point I slowly directed him out of my office and into the open foyer area where I proceeded to talk to him and provide him with some brochures. He kept ranting and told me he had just had an AVO taken out on him by his grandmother and that he has to go to court. It was shortly after this that I ended the conversation and directed him out the door. I had never seen him before so just letting you know he may be hanging around or it could of just been a one off.

Risk Score: Low

The Incident/Hazard report can be assessed from your Work List via the link below:

<https://safetynet.uow.edu.au/SafetyNET/WorkList/>

To review the report:

1. Open your Work List.
2. Click on the document icon under the 'View Doc' column to open the report.
3. Review the contents of each page of the report. (Note: To navigate each page click on 'Next' located at the bottom right of the screen.)

Your review process should consider:

- Sufficient factual information has been recorded about the incident/hazard
 - The proposed corrective actions eliminate or adequately control the reported hazard
4. Once you reach the 'Review and Comment' page, there are two options:
 - i) Request modification to form by originator:
Select this option if you would like the person that reported the incident/hazard to make changes to the report. The report will then be sent back to them for modification.
 - ii) Confirmation of incident to WHS Unit
Select this option if you would like to approve the report and send to the WHS Unit for authorisation.

Once you have selected an option, add any relevant comment to the 'Comments' section and click 'Submit'.

NOTE: If you are not the Supervisor on this incident i.e. you are a WHS Administrator, to access this Incident/Hazard complete an Incident Search in SafetyNet.

To access to SafetyNet while off campus click on this link: <https://safetynet.uow.edu.au/>

If you are unable to access SafetyNet or would like to discuss this issue with the WHS Unit, contact us on phone: 02 4221 3931 email: whs-admin@uow.edu.au

Clicking on the link in the email will open your work list.

Find the relevant HIR requiring review then click on the icon under the View Doc heading. See Section 4.6 Search Results for more information.

NOTE: If the item in the email does not appear in your work list, you can search for the item in SafetyNet using the reference number. See Section 4 Search Form for more information.

Review each page of the form, checking the following in detail:

Form Details Page

- the occurrence type and classification has been selected correctly
- the incident/hazard description CLEARLY and FACTUALLY describes what happened, and no personal/private information has been included

Injury Details Page (if applicable)

- all fields have been completed CLEARLY AND FACTUALLY

NOTE: this is the section where personal/private information CAN be included confidentially

Corrective Actions Page

- all relevant contributing factors have been selected and described
- the cause of incident/hazard is CLEARLY and FACTUALLY completed, and no personal/private information has been included
- risk has been correctly assessed based on the POTENTIAL
- appropriate corrective actions have been identified and entered CLEARLY to eliminate or minimise the risk of the incident occurring again
- corrective actions have the correct hierarchy of controls applied
- corrective actions have an appropriate “Person Responsible” assigned and a reasonable target date that is within required timeframes

Review and Comment Page

- If the document is correct, select the “Confirmation of Incident” radio button and click Submit
- If changes are required to the document, select the “Request Modification” radio button and click Submit. Enter constructive comments and recommendations of what needs to be changed for authorization and click submit

6. Workplace Inspection Hazard Form

Workplace safety inspections are a planned systematic approach to identify hazards in the work area. This is the first step in risk management. Once the hazard has been identified it can be controlled by removing it or using other methods to control the risk to prevent an injury occurring.

More information on performing inspections can be found in the [Workplace Inspection Guidelines](#).

6.1. Form Details

Form Details			
Ref No:		Status	Initial
		Date Created	6/12/2019

The Form Details will be seen at the top of each page of the form.

Ref No

This refers to a unique document number given to each workplace inspection hazard (WIH). The field will be populated upon saving the WIH to the database for the first time. Users can use the reference number to locate a WIH using the search form.

The numbering system will be WIH-YY-xxxx with YY being the year the report was entered and xxxx being a consecutive number. No 2 documents will have the same number.

Status

This is the status of the WIH form being entered. The status descriptions are as follows:

Status	Description
AWAITING AUTHORISATION	WIH pending supervisor approval.
REJECTED BY SUPERVISOR	WIH reviewed and modification requested by supervisor.
OPEN	WIH reviewed and approved.
CLOSED	WIH will have a status of “Closed” assigned to them when all corrective actions on an inspection have been completed, that is there is a date recorded on the Date Completed field on the Corrective Actions dialog.

Date Created

This displays the date on which the HIR was first created.

Person Entering/Updating Workplace Inspection Hazard	
Date Last Updated:	Entered/Last Updated By:
6/12/2019	Kristy Adams

Date Last Updated

This is a read only field that will be populated with the date the form was last updated by a user.

Entered/Last Updated By:

This is a read only field that will be populated with the name of the person completing the WIH form.

Initial Details			
Faculty/Portfolio:	<input type="text" value=""/>	Date of Inspection:	<input type="text" value=""/>
School/Division/Unit:	<input type="text" value=""/>		
School/Unit:	<input type="text" value=""/>		
Location:	<input type="text" value=""/>		
Building:	<input type="text" value=""/>	Room:	<input type="text" value=""/>
Specific Location:	<input type="text" value=""/>		

Faculty/Portfolio, School/Division/Unit, School/Unit

These fields are searchable using drop down lists from the UOW Human Resources data file. If changes are made to this data, eg organisational structure changes, existing records will remain unchanged and display the previous structure. Searches on the new structure will also display results based on the previous structure.

NOTE: You may need to select the same item in both the School/Division/Unit and School/Unit menus.

This field is mandatory.

Date of Inspection

This is the date that the inspection took place. Click on the calendar to select the date.

This field is mandatory.

Location

This field is searchable using a drop down list that is populated with UOW campuses.

This field is mandatory.

Room

This is a free text field that allows the user to enter room details.

Specific Location

This field allows the user to enter a brief description of the location where the work activity is being performed, eg radiation laboratory.

This field is mandatory.

Report to be Sent to	
Supervisor:	<input type="text" value="Darren Smith"/> + Change Supervisor
Additional Supervisor(s):	<input type="text" value=""/> + Add X Remove
Send Report Externally	
Email 1:	<input type="text" value=""/>
Email 2:	<input type="text" value=""/>

Supervisor

This field will be completed by default with the supervisor of the person logged into SafetyNet.

NOTE: The most appropriate Supervisor for a WIH may not be the person whose name is entered as the default.

The “Remove” link can be used to remove Supervisor names, and “Change Supervisor” should be used as required. See Section 9 Searching for Staff and Students for more information.

NOTE: Only users with a Staff Profile can be added as a Supervisor. See Section 1.3 User Profiles for more information.

Additional Supervisor(s)

Additional supervisors can be added if required. This may be appropriate if multiple people need to be notified of the incident due to it relating to more than one area.

NOTE: Additional supervisors will receive a PDF notification of the WIH being reported but will not be able to approve or make comment on the report.

Send Report Externally

If the report needs to be sent externally (eg to a contractor) then the email address can be entered into this free text field.

Assessment of Hazards			
No.	Description of Hazard	Current Controls	Risk Rating Score
There are no Hazards Assessments available.			
+ Add Hazard			

Assessment of Hazards

This grid allows the user to enter hazards relating to the WIH. When the “Add Hazard” link is clicked, the below Hazard Identification screen opens.

This field is mandatory.

Hazard Identification

No.

Description of Hazard

Current Controls

List any current Control Measures already in place

Risk Assessment

The controls that are in place currently should be taken into account when assessing the level of risk associated with the hazard

Consequence

Likelihood

Risk Score:

No

The number field will automatically populate with a system generated reference number when a new hazard is added to the list.

Description of Hazard

This is a free text field to allow users to describe the hazard that has been identified.

Current Controls

This is a free text field to allow users to describe any current control measures already in place.

Risk Assessment

“Consequence” and “Likelihood” are drop down lists prepopulated with items from the UOW risk matrix. The “Risk Score” will be automatically calculated based on consequence and likelihood selections.

No.	Control Type	Control Description	Person Responsible	Target Date	Date Completed
There are no Risk Controls available.					
+ Add Control Action					

Risk Control

The risk control grid allows users to enter control actions for the hazards entered. When “Add Control Action” is selected, the below Corrective Action Details screen opens.

Risk Control Details:

Hazard Number

Can this risk be eliminated?

☐ Yes
 ☐ No

Control Type

Corrective Action Description

Responsibilities and Timeframes

Person Responsible:

Search

Email

Target Date:

Date Completed:

Save

Cancel

Corrective Action Details

NOTE: Any corrective actions entered WILL NOT be sent to the Person Responsible until the supervisor authorised the WIH.

Hazard Number

This is a drop down menu that will contain numbers that correlate to the hazards listed above in the hazard grid. Select the hazard number that this corrective action relates to.

This field is mandatory.

Can this risk be eliminated?

If “yes” is selected, the “Control Type” box below will not be available.

If “no” is selected, the “Control Type” box will become mandatory.

Control Type

This field is a drop down list that contains the hierarchy of controls to be used, in order, when minimising risk that cannot be eliminated.

Description of Risk Control

This is a free text field to be used to describe the corrective action that will be implemented to eliminate or minimise the risk.

Person Responsible

The field searches for users to be allocated a corrective action. Corrective actions can only be allocated to users with a staff or student profile.

In the case where a corrective action is meant for a user without a staff or student profile, eg a contractor, the UOW person responsible for the contractor should be listed.

NOTE: Corrective actions should be discussed and agreed upon with the person responsible prior to being entered.

NOTE: Only users with a Staff Profile can be added as a Responsible Person. See Section for more information.

Target Date

This is the date the corrective action should be completed by.

Date Completed


This is the date the corrective action has been completed. This may have already been done at the time this corrective action is being entered into SafetyNet.

Attachments			
Attach File:		Browse...	+ Add
File Name	Description	View	Remove
There are no Attachments.			

Attachments

The attachments section allows the user to attach documents relating to the WIH. Documents that may be attached here include, but are not limited to:

- Photos of the hazardous area or item
- Maps indicating the area of concern
- Previous correspondence relating to the WIH

General Comments	
<div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div>	
 Submit	

General Comments

This is a free text field that can be used to document:

- description of the inspection taking place
- reason for the inspection
- persons involved in the inspection

6.2. Supervisor Review and Approval

If you have been listed as a Supervisor for a WIH, you will be sent an email advising that it has been submitted and requires authorisation.

From: UOW Incident Reporting System <noreply@sbcit.com.au>

Sent: Friday, 6 December 2019 4:17 PM

To: Kristy Adams <kristya@uow.edu.au>

Subject: SafetyNet - Workplace Inspection Hazard Report - WIH-19-0056 Submitted for your Review

The attached Workplace Inspection Hazard report has been submitted via SafetyNet and requires your review and approval.

Reference: WIH-19-0056

Faculty/Division: Faculty of Engineering and Information Sciences

Department/Unit: Civil Mining & Environmental Engineering

Location: WGONG

The Workplace Inspection Hazard report can be accessed from your Work List via the link below:

<https://safetynet.uow.edu.au/SafetyNET/WorkList/>

To review the report

1. Open your Work List.
2. Click on the document icon under the 'View Doc' column to open the report.
3. Review the contents of each page of the report. (Note: To navigate each page click on 'Next' located at the bottom right of the screen.)
Your review process should consider whether:
 - sufficient factual information has been recorded about the Workplace Inspection Hazard
 - the proposed corrective actions eliminate, or adequately control the reported hazard
4. Once you reach the 'Review and Comment' page there are two options:
 - i) Request Modification to form by Originator:
Select this option if you would like the person that reported the WIH report to make changes to the report. The report will then be sent back to them for modification based on comments entered/last updated by you.
 - ii) Approve Workplace Inspection Hazard Report:
Select this option if you would like to Approve the WIH report and the associated corrective actions for completion.

If you are unable to access SafetyNet or would like to discuss this issue with the WHS Unit, contact us on phone: 42213931 email: whs-admin@uow.edu.au

To access SafetyNet from a non UOW location click the following link:

<https://safetynet.uow.edu.au/uowauth/login?app=SafetyNET/WorkList&Random=395>

Clicking on the link in the email will open your work list.

Find the relevant WIH requiring review then click on the icon under the View Doc heading. See Section 4.6 Search Results for more information.

NOTE: If the item in the email does not appear in your work list, you can search for the item in SafetyNet using the reference number. See Section 4 Search Form for more information.

Review each page of the form, checking the following in detail:

Form Details Page

- the location has been CLEARLY identified
- ALL hazards and current controls have been CLEARLY described (including all potential hazards and fieldwork requirements from the previous page if applicable)
- appropriate consequence and likelihood has been selected for each hazard

- appropriate control actions have been identified and entered CLEARLY to eliminate or minimise each hazard identified above
- control actions have the correct hierarchy of controls applied
- control actions have an appropriate “Person Responsible” assigned and a reasonable target date that is within required timeframes

Review and Comments Page

- If the document is correct, select the “Confirmation of Incident” radio button and click Submit
- If changes are required to the document, select the “Request Modification” radio button and click Submit. Enter constructive comments and recommendations of what needs to be changed for authorization and click submit

7. Risk Assessment Form

Completing a risk assessment (RA) is the best way to document strategies on how a hazard is going to be managed. A risk assessment incorporates the identification of the hazard, what the level of risk is and what can be done to improve the situation. As far as reasonably practicable, SafetyNet is to be used to document and record the risk assessment process.

The principles associated with risk assessment can be found in the [WHS Risk Management Guidelines](#).

7.1. Form Details

Form Details		
Ref No:	<input type="text"/>	Status: <input type="text" value="Draft"/> Date Created: <input type="text" value="4/11/2019"/>

The Form Details will be seen at the top of each page of the form.

Ref No

This refers to a unique document number given to each risk assessment. The field will be populated upon saving the risk assessment to the database for the first time. Users can use the reference number to locate a risk assessment using the search form.

The numbering system will be a consecutive number eg UOWxxxxx. This numbering system is the same for risk assessments and safe work procedures and no 2 documents will have the same number.

Status

This is the status of the Risk Assessment form being entered. The status descriptions are as follows:

Status	Description
Draft	RA record being entered by Developer or saved as a Draft
Under Review	RA submitted by Developer for Approver/s Approval In the case where an RA is set to a status of Complete or Approved and the developer makes changes to the RA record i.e. adds an additional supervisor when then submit the RA record the status will be updated to under review for the Approvers to re-approve the RA record.
Modify	Approver/s sent RA back to Developer for modification
Open	RA reviewed and approved by Approver/s and incomplete corrective actions exist or new actions added (incomplete) which have been reviewed and approved by Approver/s. The status will be updated to "Open", the existing corrective action email notification that is sent out to person/s responsible for the action/s to be completed will be sent out and the corrective action will be displayed on their dashboard for completion.
Complete	Risk Assessments will have a status of "Complete" assigned to them when all corrective actions on a RA have been completed, that is there is a date recorded on the Date Completed field on the Corrective Actions dialog. <i>NOTE: If the Risk associated for all Hazards recorded on a RA is "Low" and all associated corrective actions have been completed the status will be updated to "Approved" immediately i.e. the RA is not required to be set to a status of "Complete" first.</i> <i>NOTE: If the Risk associated for Hazards recorded on an RA is a combination of "Low", "Medium" and/or "High" and all the associated corrective actions have been completed, that is, there is a date recorded on the Date Completed field on the Corrective Actions dialog the status of the RA will be set to "Complete".</i>

New Actions – Review	<p>RA's will have a status of "New Actions – Review" when 1 or more new Corrective Actions have been added to the RA after the RA has a status of "Complete" or "Approved".</p> <p>When an RA has been set to a status of "New Actions – Review" an email notification will be sent to all the Approver/s recorded on the RA informing them to review the new corrective action/s added and the RA will appear on their worklist.</p> <p>Following this the "Date Approved" field for each corresponding approver will be updated and populated with the date in which the individual approver selects the "Approve New Corrective Action/s (Review/Update Completed)" checkbox (Review and Comment screen) and submits the RA.</p> <p>Once the Corrective Actions have been reviewed and approved by all the Approver/s the Status will be updated to "Open" and corrective action email notifications will be sent out to person/s responsible for the action.</p>
Approved	<p>RA's that have Hazards associated with a Risk of "Medium" or "High" or a combination of "Low", "Medium" and/or "High" will be updated with a status of "Approved" when all corrective actions are considered effective or a review was not required. That is, the Controls Effective field equal to "Yes" or "NA – Review Not Conducted" and the Review Date field has been completed by the user or the system automatically.</p> <p><i>NOTE: If an RA record has a combination of High and/or Medium and Low risk Hazards and associated corrective actions it will follow the workflow process of "Complete" to "Approved" (even though effectiveness review does not apply to Hazards corrective actions with a risk of "Low". This is because there is also High and/or Medium Risk Hazards with corrective actions allocated to the RA.</i></p>

Date Created

This displays the date on which the risk assessment was first created.

Form Update Details	
Last Updated:	Version No:

Last Updated

This is a read only field that will be populated with the date the form was last updated by a user.

Version No

This is a read only field that will be populated with the version number of the update for the risk assessment.

Initial Details	
<input type="checkbox"/> Confidential	
Faculty/Portfolio:	
School/Division/Unit:	
School/Unit:	
Work Activity:	
Location:	
Building:	Room:
Specific Location:	
Category:	
Is this risk assessment related to the purchase of an item or service? <input type="radio"/> Yes <input checked="" type="radio"/> No	
Please enter the Purchase Order Number:	

Confidential

This is a checkbox field which can be selected by the user if the risk assessment is considered confidential or sensitive, eg working with animals.

If this checkbox is selected, the risk assessment can only be searched using the Search Form and viewed by a user who is a Developer or Approver of the particular risk assessment, or a system administrator from the WHS Unit.

Faculty/Portfolio, School/Division/Unit, School/Unit

These fields are searchable using drop down lists from the UOW Human Resources data file. If changes are made to this data, eg organisational structure changes, existing records will remain unchanged and display the previous structure. Searches on the new structure will also display results based on the previous structure.

NOTE: You may need to select the same item in both the School/Division/Unit and School/Unit menus.

These fields are mandatory.

Work Activity

This field allows the user to enter a free-text description of the activity or tasks that are being performed for the risk assessment. A reasonable amount of specific detail should be used to ensure useability of this field via the Search Form at a later date.

This field is mandatory.

Location

This field is a drop down list that is populated with UOW campuses.

This field is mandatory.

Building

This field is a drop down list that is populated with UOW buildings.

This field is mandatory.

Room

This is a free text field that allows the user to enter room details.

Specific Location

This field allows the user to enter a brief description of the location where the work activity is being performed, eg radiation laboratory.

This field is mandatory.

Category

This field is a drop down list that is populated with the following options:

- Field work
- General
- Maintenance
- Office
- Other
- Research
- Teaching

This field can be used to filter the Search Form if completed correctly.

This field is mandatory.

NOTE: This field is NOT linked to the Risk Type table below.

Purchasing

If the user indicates that the risk assessment is related to purchase of an item or service, then the purchase order number field becomes mandatory.

Risk Type			
<input type="checkbox"/> Generic	<input type="checkbox"/> Manual Handling	<input type="checkbox"/> Hazardous Substances	<input type="checkbox"/> Radiation
<input type="checkbox"/> BioSafety	<input checked="" type="checkbox"/> Field / Off-Campus Activity	<input type="checkbox"/> Serving Alcohol	<input type="checkbox"/> Travel

Risk Type

Multiple checkboxes are able to be selected to nominate a type for the risk assessment.

This form is NOT used to filter the Search Form.

This field is mandatory.

NOTE: If the Field/Off-Campus Activity checkbox is selected, an extra form will become visible in the Form Menu. See Section 7.2 Field Activity Risk Assessment for more information.

NOTE: This field is NOT linked to the Category drop down list above.

Developer/s			
Name	Position	Main Contact	
Kristy Adams	Health & Safety Advisor	<input checked="" type="checkbox"/>	✗ Remove
<div> + Add Staff + Add Student + Add Other </div>			

Developer/s

This field will display who has developed the risk assessment. The first row will default to the person logged into SafetyNet. Multiple people can be assigned as Developer using the “Add Staff”, “Add Student” or “Add Other” links. See Section 9 Searching for Staff and Students for more information.

The “Remove” link can be used to remove Developer names.

At least one Developer must be selected as the “Main Contact”.

The same person cannot be selected as both the Developer and the Approver.

Approver/s			
If 'Default Approver' is displayed, please remove and add your appropriate supervisor(s) before submitting.			
Name	Position	Date Approved	
Darren Smith	Manager, Workplace Health and Safet	<input type="text"/>	✗ Remove
<div> + Add Approver </div>			

Approver/s

This field will display the user selected as the Approver for the risk assessment. The first row will default to the supervisor of the person logged into SafetyNet.

NOTE: The most appropriate approver for a risk assessment may not be the person whose name is entered as the default. Consideration should be given to identifying the person with relevant knowledge, skill, and seniority to act as an Approver for a risk assessment.

The “Remove” link can be used to remove Approver names, and “Add Approver” should be used to add additional Approvers as required. See Section 9 Searching for Staff and Students for more information.

The same person cannot be selected as both the Developer and the Approver.

NOTE: Only users with a Staff Profile can be added as an Approver. See Section 1.3 User Profiles for more information.

NOTE: The default Approver for users with a Student Profile is “Default Approver” – this must be removed and a user with a Staff Profile added for the risk assessment to progress past the Draft status.

Referenced Documentation		
+ Add Document		
Type	Description	File name
There are no Referenced Documentation available.		

Referenced Documentation

The Referenced Documentation allows for users to reference and upload documents that were used in the creation of the risk assessment.

When the “Add Document” link is used, the table will expand as below.

Referenced Documentation		
+ Add Document		
Type	Description	File name
<input type="text"/>	<input type="text"/>	<input type="text"/> Browse X Remove
<input type="text"/>	<input type="text"/>	<input type="text"/> Browse X Remove

Type

This field is a drop down list of document types:

- Australian Standard
- Code of Practice
- Legislation
- Other
- UOW Document

This field is mandatory.

Description

This is a free text field that will allow entry of a brief description against each of the referenced documents within the grid.

This field is mandatory.

File Name

This field is a read only field that is populated if a document is attached.

Browse

Clicking on this link will open a window where the user can navigate to a file that they wish to upload.

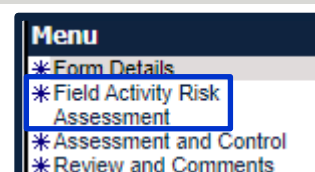
Remove


Clicking on this link will remove all information relating to a document.

7.2. Field Activity Risk Assessment

If “Field/Off-Campus Activity” is selected as the Risk Type on the Form Details page, an extra “Field Activity Risk Assessment” page will appear in the Form Menu.

Completion of this extra form is mandatory if it is displayed.



Fieldwork / Off-Campus Activity Details	
Date of Activity	<input type="text"/> 
Fieldwork Description: (Include a brief description of the tasks being undertaken, length of time off-campus)	
<div style="border: 1px solid black; height: 60px;"></div>	

Date of Activity

Select the start date of the field trip.

This field is mandatory.

Fieldwork Description

This is a free text field that allows users to enter a description. This description should be detailed enough to give a reasonable overview of the trip and activities being undertaken.

This field is mandatory.

Fieldwork Location	
Fieldwork Location Description	
<div style="border: 1px solid black; height: 60px;"></div>	
Fieldwork will occur at more than one location:	<input checked="" type="radio"/> Yes <input type="radio"/> No (If Yes, attach itinerary and/or maps of approximate locations)
Work location/tasks require any permissions or permits:	<input checked="" type="radio"/> Yes <input type="radio"/> No
Provide details of permits required e.g. national parks, private land, biosecurity-import permits:	
<div style="border: 1px solid black; height: 60px;"></div>	

Fieldwork Location Description

This is a free text field that allows users to enter a location description. This description should be detailed enough to give a reasonable overview of the location/s where field activities will be undertaken.

This field is mandatory.

Fieldwork will occur at more than one location

If “yes” is selected for this field, then attachments are required to be added in the “Assessment and Control” form.

This field is mandatory.

Work location/tasks require any permissions or permits

If the user indicates that permissions or permits are required, then the details of permits required field becomes mandatory.

Potential Hazards that might be encountered (Tick all that apply)

<input type="checkbox"/> Hot environment (e.g. high UV, heat stress, dehydration)	<input type="checkbox"/> Contact with violent person/s
<input type="checkbox"/> Cold environment (e.g. frost bite, hypothermia)	<input type="checkbox"/> Driving
<input type="checkbox"/> Heavy rainfall, flooding	<input type="checkbox"/> Working alone
<input type="checkbox"/> Bush fires	<input type="checkbox"/> Sporting activities
<input type="checkbox"/> Extreme weather (e.g. storm, cyclones)	<input type="checkbox"/> Potential contact with venomous or dangerous animal (e.g. snakes, dingos, crocodiles)
<input type="checkbox"/> Contaminated soil/sand/water	<input type="checkbox"/> Unstable, uneven, soft or slippery surfaces
<input type="checkbox"/> Concealed holes (e.g. wombat holes)	<input type="checkbox"/> Contaminated land or water
<input type="checkbox"/> Bites & stings (e.g. jellyfish, ticks, leeches, spiders, bees)	<input type="checkbox"/> River or lake crossing e.g. strong currents, waves tides
<input type="checkbox"/> Sharp surfaces/objects (rocks, oysters)	<input type="checkbox"/> Work in or near water (e.g. boats, swimming)
<input type="checkbox"/> Manual handling (e.g. lifting, pushing, pulling, digging, repetitive tasks)	<input type="checkbox"/> Noise (above 85 decibels)
<input type="checkbox"/> Heavy traffic area (vehicle or pedestrian)	<input type="checkbox"/> Moving or falling objects
<input type="checkbox"/> Falls from heights (e.g. cliffs, platforms, ladders)	<input type="checkbox"/> Work with heavy equipment or machinery
<input type="checkbox"/> Use, transport or storage of hazardous chemicals or dangerous goods	<input type="checkbox"/> Work with high voltage equipment
<input type="checkbox"/> Fatigue (e.g. driving long hours or strenuous physical work)	<input type="checkbox"/> Work with electrical equipment
<input type="checkbox"/> Work at night	<input type="checkbox"/> Other: List any other hazards:
<input type="checkbox"/> Work in a remote area	<input type="text"/>

Potential Hazards

This field is a set of optional checkboxes that can be selected. Multiple selections can be made. These hazards are to be used as triggers and are expected to be expanded upon in the “Assessment and Control” form.

Fieldwork Requirements (Tick all that apply)

- ☐ All participants have completed the Fieldwork Participant form and informed the fieldwork leader and supervisor of any medical conditions
- ☐ All volunteers have completed Volunteer Acknowledgement form
- ☐ Supervisory ratios have been determined
- ☐ All participants and volunteers have received safety briefing / or information about hazards
- ☐ All equipment, vehicles and tools have been checked for safety compliance prior to commencing work (including electrical testing and tagging)
- ☐ Any required licences have been checked and are currently valid
- ☐ Any specialised training for use of equipment or tasks has been undertaken and users deemed competent
- ☐ High Risk Fieldwork Emergency Action Plan has been completed for remote or high risk activities
- ☐ Marine Emergency Action Plan has been completed for open water marine activities
- ☐ First aid and emergency equipment requirements have been determined
- ☐ Vaccination requirements have been determined
- ☐ Personal protective equipment requirements have been determined
- ☐ Transport arrangements have been determined
- ☐ Accommodation arrangements have been determined
- ☐ Catering arrangements have been determined
- ☐ Strategies to manage driving and/or work fatigue have been determined
- ☐ Considerations for persons with disabilities have been determined

For snorkelling and diving only

- ☐ Dive proposals completed

Fieldwork Requirements

This field is a set of optional checkboxes that can be selected. Multiple selections can be made. These hazards are to be used as triggers and are expected to be expanded upon in the “Assessment and Control” form.

7.3. Assessment and Control

Assessment of Hazards				
No.	Description of Hazard	Current Controls	Risk	
There are no Hazards available.				
+ Add Hazard				
Is there a safe work procedure available for this activity?		<input checked="" type="radio"/> Yes <input type="radio"/> No		
Ref No.	SWP Type	Faculty/Division	Unit	Work Activity
There are no SWP available.				
+ Add SWP				

Assessment of Hazards

This grid allows the user to enter hazards relating to the risk assessment. When the “Add Hazard” link is clicked, the below Hazard Identification screen opens.

This field is mandatory.

Is there a Safe Work Procedure available for this activity?

If the user indicates that a safe work procedure is available, then the details of the SWP becomes mandatory.

An example of when an SWP may be available for an activity is for equipment being used eg a field trip is being undertaken where a plankton tow will be conducted using a boat. The risks associated with the use of the boat may have already been controlled and documented using an SWP so this process does not need to be duplicated – just reference the SWP and link it to this RA.

Hazard Identification	
No.	<input type="text" value="1"/>
Description of Hazard	<input type="text"/>
Current Controls	
List any current Control Measures already in place	
<input type="text"/>	
Risk Assessment	
The controls that are in place currently should be taken into account when assessing the level of risk associated with the hazard	
Consequence	<input type="text"/>
Likelihood	<input type="text"/>
Risk Score:	
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

No

The number field will automatically populate with a system generated reference number when a new hazard is added to the list.

Description of Hazard

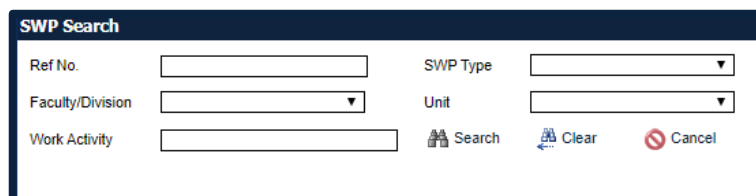
This is a free text field to allow users to describe the hazard that has been identified.

Current Controls

This is a free text field to allow users to describe any current control measures already in place.

Risk Assessment

“Consequence” and “Likelihood” are drop down lists prepopulated with items from the UOW risk matrix. The “Risk Score” will be automatically calculated based on consequence and likelihood selections.



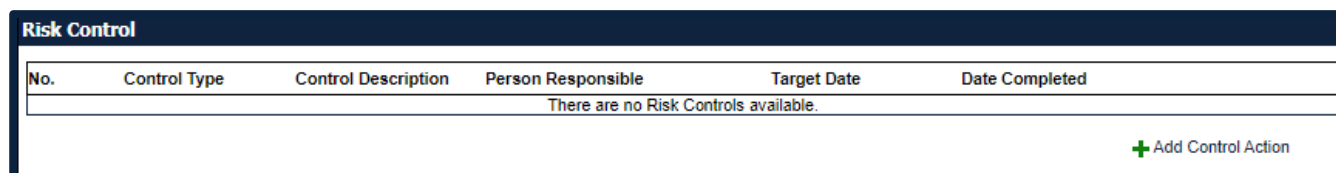
The SWP Search form contains the following fields and controls:

- Ref No.: Text input field
- SWP Type: Dropdown menu
- Faculty/Division: Dropdown menu
- Unit: Dropdown menu
- Work Activity: Text input field
- Search: Binoculars icon button
- Clear: Eraser icon button
- Cancel: Red circle with X icon button

SWP Search

If it was indicated that a SWP was available above then this box will display. Search for the SWP using any of the fields indicated. Click on the “Search” binoculars link to find your search results and select the desired SWP.

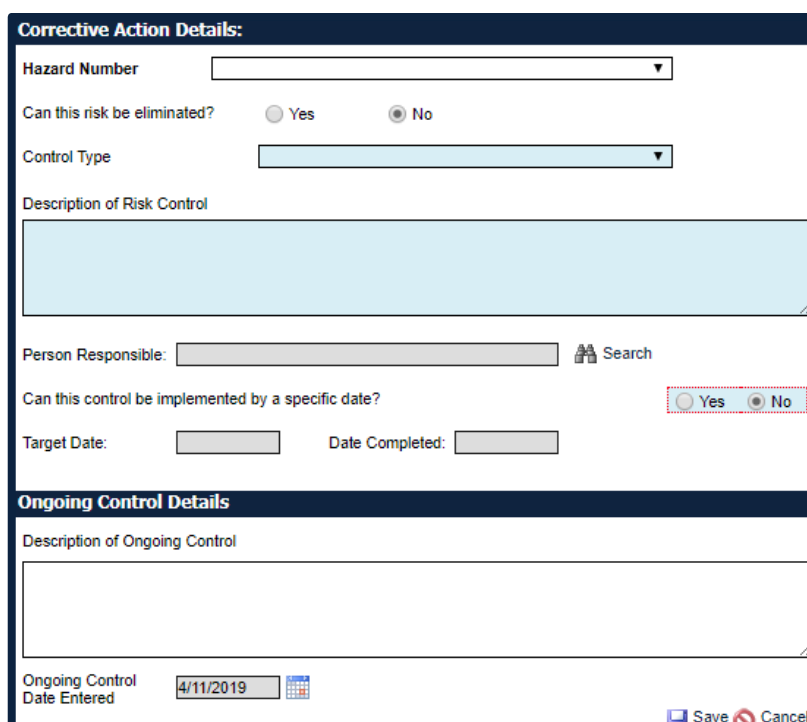
Multiple SWPs can be selected.



The Risk Control section displays a table with the following columns: No., Control Type, Control Description, Person Responsible, Target Date, and Date Completed. The table is currently empty, showing the message "There are no Risk Controls available." Below the table is a green "+ Add Control Action" button.

Risk Control

The risk control grid allows users to enter control actions for the hazards entered. When “Add Control Action” is selected, the below Corrective Action Details screen opens.



The Corrective Action Details form is divided into two sections:

Corrective Action Details:

- Hazard Number: Dropdown menu
- Can this risk be eliminated?: Radio buttons for Yes and No (No is selected)
- Control Type: Dropdown menu
- Description of Risk Control: Large text area
- Person Responsible: Text input field with a Search icon button
- Can this control be implemented by a specific date?: Radio buttons for Yes and No (No is selected)
- Target Date: Text input field
- Date Completed: Text input field

Ongoing Control Details:

- Description of Ongoing Control: Large text area
- Ongoing Control Date Entered: Text input field showing 4/11/2019 with a calendar icon
- Save: Blue floppy disk icon button
- Cancel: Red circle with X icon button

Corrective Action Details

NOTE: Any corrective actions entered WILL NOT be sent to the Person Responsible until ALL Approvers have authorised the risk assessment.

Hazard Number

This is a drop down menu that will contain numbers that correlate to the hazards listed above in the hazard grid. Select the hazard number that this corrective action relates to.

This field is mandatory.

Can this risk be eliminated?

If “yes” is selected, the “Control Type” box below will not be available.

If “no” is selected, the “Control Type” box will become mandatory.

Control Type

This field is a drop down list that contains the hierarchy of controls to be used, in order, when minimising risk that cannot be eliminated.

Description of Risk Control

This is a free text field to be used to describe the corrective action that will be implemented to eliminate or minimise the risk.

Person Responsible

The field searches for users to be allocated a corrective action. Corrective actions can only be allocated to users with a staff or student profile.

In the case where a corrective action is meant for a user without a staff or student profile, eg a contractor, the UOW person responsible for the contractor should be listed.

NOTE: Corrective actions should be discussed and agreed upon with the person responsible prior to being entered.

NOTE: Only users with a Staff Profile can be added as a Responsible Person. See Section 1.3 User Profiles for more information.

Can this control be implemented by a specific date?

Some controls can be implemented on one occasion only and then are considered complete, eg install guarding on drop saw. In this instance, select “yes”. A “Person Responsible” must be added to this action, as well as a “Target Date” and eventually a “Completed Date”.

Some controls are to be implemented each time an activity is to be undertaken, eg ensure induction has been completed prior to accessing area. In this instance, select “no”. A “Person Responsible” is optional. The “Target Date” and “Completed Date” are not required.

Target Date

This is the date the corrective action should be completed by.

Date Completed

This is the date the corrective action has been completed. This may have already been done at the time this corrective action is being entered into SafetyNet.

Description of Ongoing Control

This is a free text field that allows the user to describe the ongoing control in detail and explain why it cannot be completed by a specific target date.

This is a mandatory field if available.

Ongoing Control Date Entered

This is a read only field that is automatically populated with the current date when the action is being entered.

Attachments

The attachments section allows the user to attach documents relating to the risk assessment. Documents that may be attached here include, but are not limited to:

- Itinerary and maps of locations of field trip
- Permits or permissions issued
- Risk assessments completed by collaborating institutions

Files should be named appropriately for easy reference.

7.4. Review and Comments

Submit Action

The Submit Action section is only displayed if the user viewing the risk assessment is a Developer of the risk assessment. It is mandatory that the user selects the status of the form prior to submitting:

Save Document

When this is selected, the “Submit” button will take action to save the risk assessment as a draft. Any listed Developer can revisit and enter further information at a later stage.

Process for Approval

When this is selected, the “Submit” button will take action to forward the risk assessment to the listed Approvers for review and action.

Review Summary

This field will display a history of all comments recorded for the risk assessment in the review process. The text will be taken from comments made by Approvers when approving the risk assessment (or requesting further review by Developers) and will be read only.

View Status History

Upon clicking this link a dialog will be displayed which will list all the status updates made to the record. PDFs of each version will be made available.

Submit

Once the “Submit” button is clicked, the user will be given the Reference Number for the risk assessment. This can be used to search for it at a later date.

They will also be given the option to download a PDF of the latest version.

7.5. Supervisor Review and Approval

If you have been listed as an Approver for a risk assessment, you will be sent an email advising that it is ready for review and approval once it has been finalised by the Developers.

From: UOW Incident Reporting System <noreply@sbcit.com.au>

Sent: Monday, 30 September 2019 10:31 AM

To: Darren Smith <dsmith@uow.edu.au>

Subject: SafetyNet - Risk Assessment Review - UOW09432

A risk assessment has been submitted and requires your review

Reference: UOW09432

Activity: Test RA

Risk Type: Field Activity

The risk assessment can be accessed from your Work List.

<https://safetynet.uow.edu.au/SafetyNET/WorkList/>

To review:

1. Open your Work List.
2. Click on the document icon under the 'View Doc' column to open the report.
3. Check the review summary added by other Approver's on the 'Review and Comment' page (if applicable).
4. Review the contents of each page of the document. (Note: To navigate each page click on 'Back'/'Forward' or 'Next'.)

Your review process should consider:

- determining if there has been sufficient consultation
- the document has been written by appropriate persons
- there is evidence of referenced material
- there are identified hazards
- identified hazards have a risk rating
- there are controls that match the hazard

5. On the 'Review and Comment' page, select the action required (using radio buttons) then click on 'Submit'. (Note: Approver's comments should be positive and outline areas for improvement.)

To access SafetyNet from a non UOW location click the following link:

<https://safetynet.uow.edu.au/>

If you are unable to access SafetyNet or would like to discuss this issue with the WHS Unit, contact us on phone: 42213931 email: whs-admin@uow.edu.au

Clicking on the link in the email will open your work list.

Find the relevant RA requiring review then click on the icon under the View Doc heading. See Section 4.6 Search Results for more information.

NOTE: If the item in the email does not appear in your work list, you can search for the item in SafetyNet using the reference number. See Section 4 Search Form for more information.

Review each page of the form, checking the following in detail:

Form Details Page

- the work activity and location CLEARLY describe what is being carried out
- the most appropriate people have been selected to develop and approve the risk assessment
- ALL relevant documents have been referenced

Field Activity Risk Assessment Page (if applicable)

- the fieldwork description, fieldwork location description and details of permits required CLEARLY describe what is required of the field trip
- ALL potential hazards and fieldwork requirements have been identified

Assessment and Control page

- ALL hazards and current controls have been CLEARLY described (including all potential hazards and fieldwork requirements from the previous page if applicable)
- appropriate consequence and likelihood has been selected for each hazard
- ALL related SWPs have been referenced correctly
- appropriate control actions have been identified and entered CLEARLY to eliminate or minimise each hazard identified above
- control actions have the correct hierarchy of controls applied
- control actions have an appropriate “Person Responsible” assigned and a reasonable target date that is within required timeframes
- ALL relevant documents have been attached (eg itinerary and maps of field trips, permits or permissions issued, risk assessments completed by collaborating institutions)

Review and Comments Page

- If the document is correct, select the “Approve Document” radio button and click Submit
- If changes are required to the document, select the “Return to Developers” radio button and click Submit
 - Enter constructive comments and recommendations of what needs to be changed for approval and click submit
 - NOTE: If the risk assessment is returned to developers, ALL approvers will need to approve the changes

8. Safe Work Procedure Form

A Safe Work Procedure (SWP) may be identified as a control measure during this risk management process. An SWP is used to outline the step by step process on how to use a piece of equipment or perform a work task safely and is a control measure (it is not a risk assessment). The following steps outline the steps in completing the UOW SafetyNet online SWP form.

More guidance on what to include an SWP can be located in the [Development of Safe Work Procedures Guidelines](#).

8.1. Form Details

Form Details		
Ref No:	<input type="text"/>	Status: <input type="text" value="Draft"/> Date Created: <input type="text" value="4/11/2019"/>

The Form Details will be seen at the top of each page of the form.

Ref No

This refers to a unique document number given to each SWP. The field will be populated upon saving the SWP to the database for the first time. Users can use the reference number to locate an SWP using the search form.

The numbering system will be a consecutive number eg UOWxxxxx. This numbering system is the same for risk assessments and safe work procedures and no 2 documents will have the same number.

Status

This is the status of the safe work procedure form being entered. The status descriptions are as follows:

Status	Description
Draft	SWP record being entered by Developer or saved as a Draft
Under Review	SWP submitted by Developer for Approver/s Approval In the case where an SWP is set to a status of Complete or Approved and the developer makes changes to the SWP record i.e. adds an additional supervisor when then submit the SWP record the status will be updated to under review for the Approvers to re-approve the SWP record.
Modify	Approver/s sent SWP back to Developer for modification
Approved	SWP's that have Hazards associated with a Risk of "Medium" or "High" or a combination of "Low", "Medium" and/or "High" will be updated with a status of "Approved" when all corrective actions are considered effective or a review was not required. That is, the Controls Effective field equal to "Yes" or "NA – Review Not Conducted" and the Review Date field has been completed by the user or the system automatically. Note: If an SWP record has a combination of High and/or Medium and Low risk Hazards and associated corrective actions it will follow the workflow process of "Complete" to "Approved" (even though effectiveness review does not apply to Hazards corrective actions with a risk of "Low". This is because there is also High and/or Medium Risk Hazards with corrective actions allocated to the SWP.

NOTE: The system will check for SWP's which were entered (approved) over 5 years ago from the Date the record was Last Updated. If any SWP's are found to meet this criteria, the status of the SWP will be updated to DRAFT so that it can be reviewed and approved again. A system generated email will be sent to the Developer (Main Contact) notifying them of the required action.

Date Created

This displays the date on which the SWP was first created.

Faculty/Portfolio, School/Division/Unit, School/Unit

These fields are searchable using drop down lists from the UOW Human Resources data file. If changes are made to this data, eg organisational structure changes, existing records will remain unchanged and display the previous structure. Searches on the new structure will also display results based on the previous structure.

NOTE: You may need to select the same item in both the School/Division/Unit and School/Unit menus.

These fields are mandatory.

Work Activity

This field allows the user to enter a free-text description of the activity or tasks that are being performed for the SWP. A reasonable amount of specific detail should be used to ensure useability of this field via the Search Form at a later date.

This field is mandatory.

Category

This field is a drop down list that is populated with the following options:

- Field work
- General
- Maintenance
- Office
- Other
- Research
- Teaching

This field can be used to filter the Search Form if completed correctly.

This field is mandatory.

Date Last Updated

This is a read only field that will be populated with the date the form was last updated by a user.

Restricted Access

This is a checkbox field which can be selected by the user if the SWP is considered confidential or sensitive, eg working with animals.

If this checkbox is selected, the SWP can only be searched using the Search Form and viewed by a user who is a Developer or Approver of the particular SWP, or a system administrator from the WHS Unit.

Developer/s		
Name	Position	Main Contact
Kristy Adams	Health & Safety Advisor	<input checked="" type="checkbox"/> Remove

[+ Add Staff](#)
[+ Add Student](#)
[+ Add Other](#)

Developer/s

This field will display who has developed the SWP. The first row will default to the person logged into SafetyNet. Multiple people can be assigned as Developer using the “Add Staff”, “Add Student” or “Add Other” links. See Section 9 Searching for Staff and Students for more information.

The “Remove” link can be used to remove Developer names.

At least one Developer must be selected as the “Main Contact”.

The same person cannot be selected as both the Developer and the Approver.

Approver/s		
If 'Default Approver' is displayed, please remove and add your appropriate supervisor(s) before submitting.		
Name	Position	Date Approved
Darren Smith	Manager, Workplace Health and Safet	<input type="text"/> Remove

[+ Add Approver](#)

Approver/s

This field will display the user selected as the Approver for the SWP. The first row will default to the supervisor of the person logged into SafetyNet.

NOTE: The most appropriate approver for a SWP may not be the person whose name is entered as the default. Consideration should be given to identifying the person with relevant knowledge, skill, and seniority to act as an Approver for a SWP.

The “Remove” link can be used to remove Approver names, and “Add Approver” should be used to add additional Approvers as required. See Section 9 Searching for Staff and Students for more information.

The same person cannot be selected as both the Developer and the Approver.

NOTE: Only users with a Staff Profile can be added as an Approver. See Section 1.3 User Profiles for more information.

NOTE: The default Approver for users with a Student Profile is “Default Approver” – this must be removed and a user with a Staff Profile added for the SWP to progress past the Draft status.

Hazardous Chemicals/Dangerous Goods	
Does this SWP relate to the use of hazardous chemicals or dangerous goods? <input checked="" type="radio"/> Yes <input type="radio"/> No	
Referenced Documentation	
Type	Description
Safety Data Sheet	<input type="text"/>
<input type="button" value="Browse"/> Remove	

[+ Add Document](#)

Hazardous Chemicals/Dangerous Goods

This field is mandatory.

If “yes” is selected, a mandatory Reference Document of a Safety Data Sheet will be added below.

Referenced Documentation

The Referenced Documentation allows for users to reference and upload documents that were used in the creation of the SWP.

When the “Add Document” link is used, the table will expand as below.

Referenced Documentation			
+ Add Document			
Type	Description	File name	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Browse"/> <input type="button" value="X Remove"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Browse"/> <input type="button" value="X Remove"/>

Type

This field is a drop down list of document types:

- Australian Standard
- Code of Practice
- Legislation
- Other
- Safety Data Sheet
- UOW Document

This field is mandatory.

Description

This is a free text field that will allow entry of a brief description against each of the referenced documents within the grid.

This field is mandatory.

File Name

This field is a read only field that is populated if a document is attached.

Browse

Clicking on this link will open a window where the user can navigate to a file that they wish to upload.

Remove

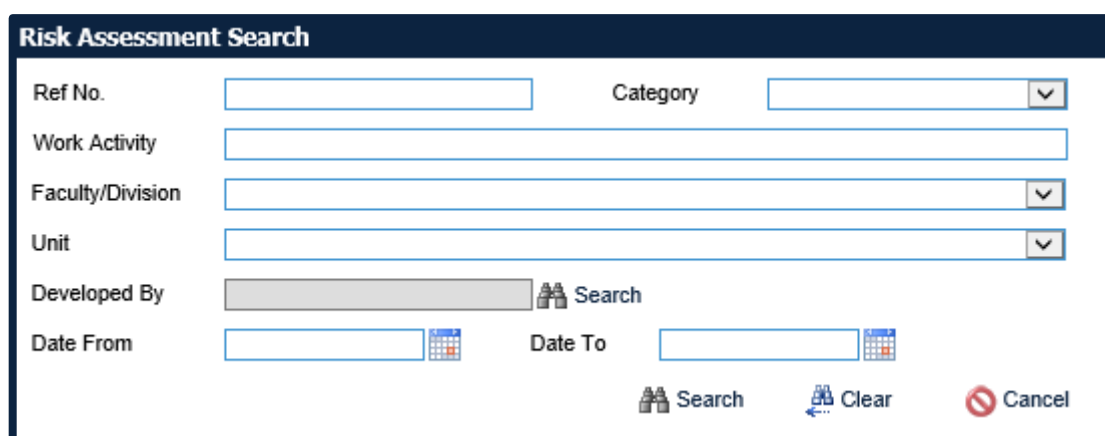
Clicking on this link will remove all information relating to a document.

Risk Assessment and Incident Link			
Does a risk assessment identify the need for this safe work procedure?		<input checked="" type="radio"/> Yes	<input type="radio"/> No
Does a hazard/incident report identify the need for this safe work procedure?		<input checked="" type="radio"/> Yes	<input type="radio"/> No
Ref No	Category	Unit	Work Activity
There are no Risk Assessments added			
+ Add RA			
Ref No	OccurrenceType	Unit	
There are no Incidents added			
+ Add HIR			

If a RA or hazard/incident report identified the need for this SWP to be developed, extra fields will expand to allow them to be linked/referenced. These fields are mandatory.

An example of when a RA may have identified the need for an SWP is for an overarching activity where specific equipment is being used, eg a field trip is being undertaken where a plankton tow will be conducted using a boat. The risks associated with the field trip may have already been controlled and documented using an RA so this process does not need to be duplicated – just reference the RA and link it to this SWP for the use of the boat.

When the “Add RA” link is clicked, the following screen will appear:



Risk Assessment Search

Ref No. Category

Work Activity

Faculty/Division

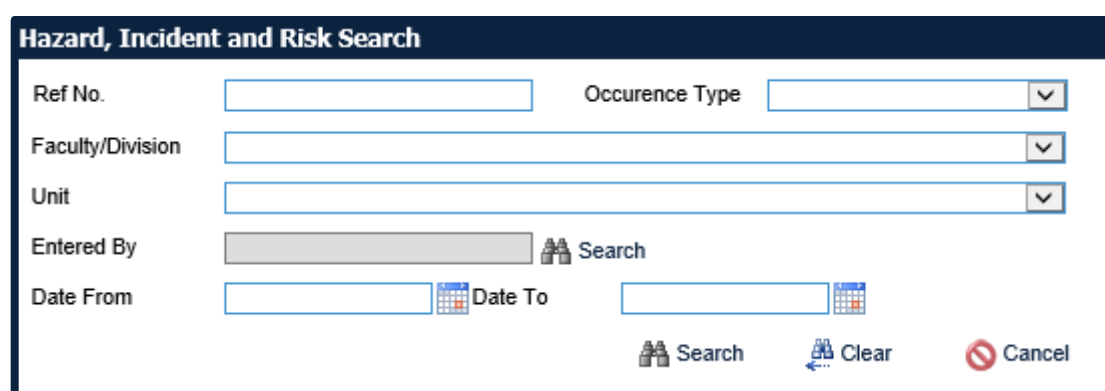
Unit

Developed By Search

Date From Date To

Search Clear Cancel

Enter criteria to find the desired RA (easiest using the Ref No) and click “Search” to attach it.
When the “Add HIR” link is clicked, the following screen will appear:



Hazard, Incident and Risk Search

Ref No. Occurrence Type

Faculty/Division

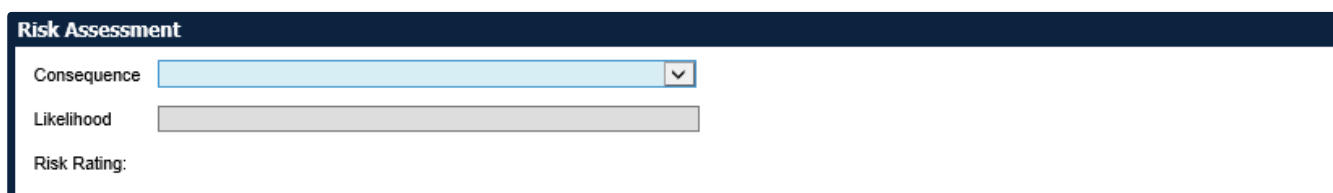
Unit

Entered By Search

Date From Date To

Search Clear Cancel

Enter criteria to find the desired HIR (easiest using the Ref No) and click “Search” to attach it.



Risk Assessment

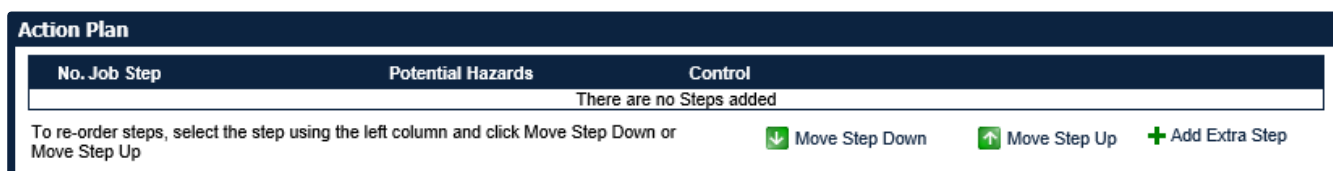
Consequence

Likelihood

Risk Rating:

“Consequence” and “Likelihood” are drop down lists prepopulated with items from the UOW risk matrix. The “Risk Rating” will be automatically calculated based on consequence and likelihood selections.

8.2. Procedures and Actions



Action Plan

No. Job Step	Potential Hazards	Control
There are no Steps added		

To re-order steps, select the step using the left column and click Move Step Down or Move Step Up

Move Step Down Move Step Up + Add Extra Step

Action Plan

The purpose of the action plan is to add all the job steps, hazards associated with each step, and the controls already in place to reduce the risk of the hazards.

When clicking the “Add Extra Step” link, the below box will appear:

No.	Job Step	Potential Hazards	Control	
1				Remove

To re-order steps, select the step using the left column and click Move Step Down or Move Step Up

Move Step Down
 Move Step Up
 Add Extra Step

Job Step

This is a free text field to allow users to describe the job steps required to undertake the task/activity. Job steps should CLEARLY describe the actions undertaken in each step.

NOTE: SWPs (Job Steps in particular) may be used as a training resource for future staff – complete this section CLEARLY and in reasonable detail to assist in this process at a later date.

Potential Hazards

This is a free text field to allow users to describe the hazard that has been identified with this job step.

Control

This is a free text field to allow users to describe any required control measures.

Move Step Down/Move Step Up

Click these buttons to change the order of the job steps.

Remove

Click this link to remove the step.

Attachments	
Attach File: Choose File	No file chosen Add Document
File Name	Description
There are no Attachments.	

Attachments

The attachments section allows the user to attach documents relating to the SWP. Documents that may be attached here include, but are not limited to:

- Manufacturer instructions or manuals
- Plans
- Images

Files should be named appropriately for easy reference.

Personal Protective Equipment	
Equipment	Description
<input type="checkbox"/> Apron	
<input type="checkbox"/> Ear plugs / muffs	
<input type="checkbox"/> Enclosed Footwear	
<input type="checkbox"/> Face shield	
<input type="checkbox"/> Fire resistant clothing	
<input type="checkbox"/> Gas respirator	
<input type="checkbox"/> Gloves	
<input type="checkbox"/> Goggles	
<input type="checkbox"/> Gumboots	
<input type="checkbox"/> Hairnet	

Personal Protective Equipment

All PPE required when undertaking the SWP should be listed here using the checkboxes and a description added for any specific requirements, eg “neoprene (most desirable) or PVC gloves, sleeve protectors or gauntlet style gloves and nitrile gloves worn underneath the outer glove”.

Multiple selections can be made.

8.3. Review and Comments

The screenshot shows a dark blue header bar with the text 'Submit Action'. Below this is a white box containing three radio button options: 'Save Document', 'Update', and 'Process for Approval'. Below the radio buttons is another dark blue header bar with the text 'Review Summary'. Below this is a white box with a 'View Status History' link in the top right corner and a 'Submit' button with a green arrow icon in the bottom right corner.

Submit Action

The Submit Action section is only displayed if the user viewing the SWP is a Developer of the SWP. It is mandatory that the user selects the status of the form prior to submitting:

Save Document

When this is selected, the “Submit” button will take action to save the SWP as a draft. Any listed Developer can revisit and enter further information at a later stage.

Update

This button will only be available for SWPs that have been previously approved or returned to draft status after 5 years. If this button is selected, users must select an Update Reason from the list:

- Associated near miss, injury or illness with the task/activity
- Change to the task/activity
- Schedule review
- Change to the relevant legislation, standards, code of practice
- New hazard identified
- Updated Safety Data Sheet

Process for Approval

When this is selected, the “Submit” button will take action to forward the SWP to the listed Approvers for review and action. This option will only be available when ALL Developers have completed their review.

Review Summary

This field will display a history of all comments recorded for the SWP in the review process. The text will be taken from comments made by Approvers when approving the SWP (or requesting further review by Developers) and will be read only.

View Status History

Upon clicking this link a dialog will be displayed which will list all the status updates made to the record. PDFs of each version will be made available.

Submit

Once the “Submit” button is clicked, the user will be given the Reference Number for the SWP. This can be used to search for it at a later date.

They will also be given the option to download a PDF of the latest version.

8.4. Supervisor Review and Approval

If you have been listed as an Approver for a SWP, you will be sent an email advising that it is ready for review and approval once it has been finalised by the Developers.

From: UOW Incident Reporting System <noreply@sbcit.com.au>

Sent: Thursday, 1 November 2018 3:00 AM

To: snetwhs Vendor Account <snetwhs@uow.edu.au>

Subject: SafetyNet - Safe Work Procedure UOW06309 – Submitted for your Review - REMINDER

A safe work procedure has been submitted in SafetyNet and still requires your review:

Reference: UOW06309

Activity: Safe use of tube furnaces for research work

Risk Score: Medium

The safe work procedure can be assessed from your Work List:

<https://safetynet.uow.edu.au/SafetyNET/WorkList/>

To review:

1. Open your Work List.
2. Click on the document icon under the 'View Doc' column to open the report.
3. Check the review summary added by other Approver's on 'Review and Comment' page (if applicable).
4. Review the contents of each page of the report of the SWP by click on 'Next' buttons.) Your review process should consider:
 - Determining if there has been sufficient consultation
 - The document has been written by appropriate persons
 - There is evidence of referenced material
 - There are controls that match the hazard

5. On the 'Review and Comment' page, select the action required (using radio buttons) then click on 'Submit'.

NOTE: If returning to Developers the Approver's comment should be positive and outline areas for improvement.

To access to SafetyNet while off campus, please click on this link: <https://safetynet.uow.edu.au/>

If you are unable to access SafetyNet or would like to discuss this issue with the WHS Unit, contact us on phone: 02 4221 3931 email: whs-admin@uow.edu.au

Clicking on the link in the email will open your work list.

Find the relevant SWP requiring review then click on the icon under the View Doc heading. See Section 4.6 Search Results for more information.

NOTE: If the item in the email does not appear in your work list, you can search for the item in SafetyNet using the reference number. See Section 4 Search Form for more information.

Review each page of the form, checking the following in detail:

Form Details Page

- the work activity CLEARLY describe what is being carried out
- the most appropriate people have been selected to develop and approve the SWP
- ALL related RAs and HIRs have been referenced correctly
- ALL relevant documents have been referenced
- appropriate consequence and likelihood has been selected for the SWP

Procedures and Actions Page

- ALL job steps and hazards have been CLEARLY described
- appropriate controls have been identified and entered CLEARLY to eliminate or minimise each hazard identified
- ALL relevant documents have been attached (eg manufacturer instructions or manuals, plans and images)
- required PPE has been identified and CLEARLY described

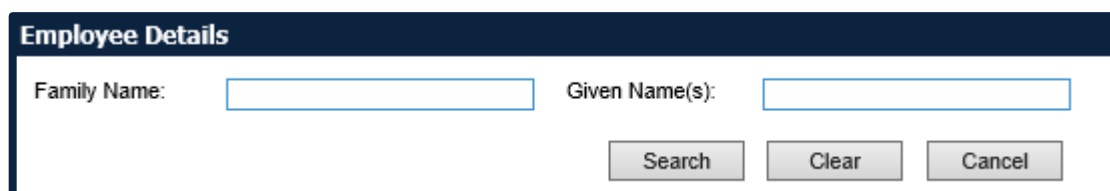
Review and Comments Page

- If the document is correct, select the “Approve Document” radio button and click Submit
- If changes are required to the document, select the “Return to Developers” radio button and click Submit
 - Enter constructive comments and recommendations of what needs to be changed for approval and click submit
 - NOTE: If the SWP is returned to developers, ALL approvers will need to approve the changes

9. Searching for Staff and Students

Staff Search

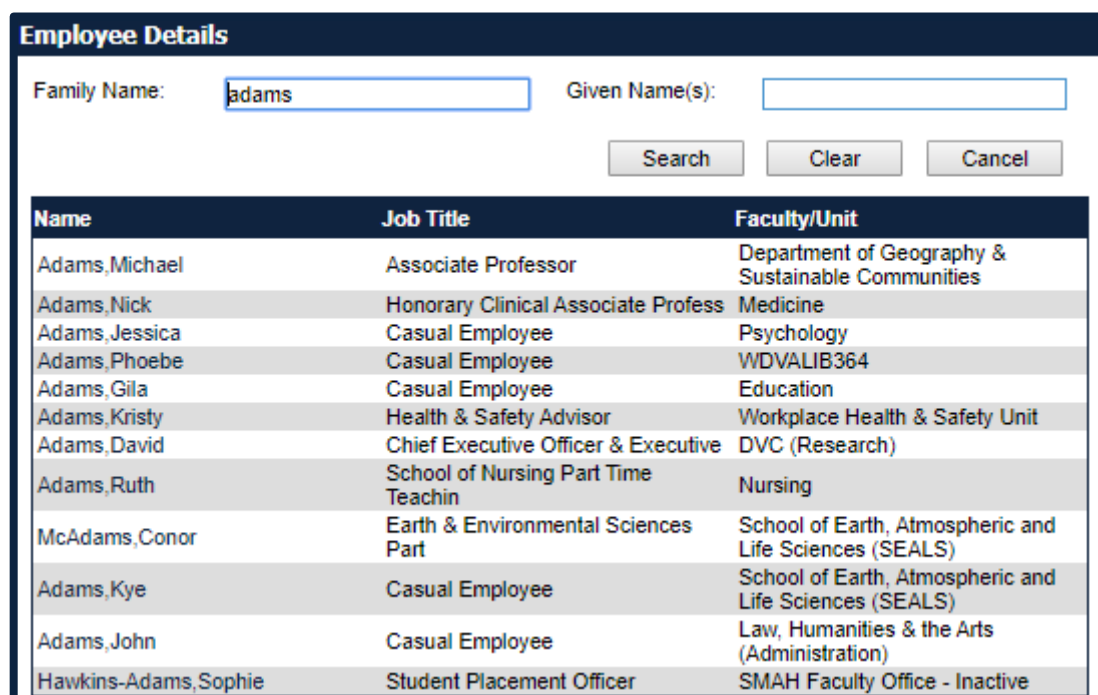
When clicking on a staff “Search” link, the following window will appear:



Employee Details

Family Name: Given Name(s):

Click “Search” then click into the “Family Name” and/or “Given Name(s)” boxes to type the desired names. Then click “Search” again.



Employee Details

Family Name: Given Name(s):

Name	Job Title	Faculty/Unit
Adams, Michael	Associate Professor	Department of Geography & Sustainable Communities
Adams, Nick	Honorary Clinical Associate Profess	Medicine
Adams, Jessica	Casual Employee	Psychology
Adams, Phoebe	Casual Employee	WDVALIB364
Adams, Gila	Casual Employee	Education
Adams, Kristy	Health & Safety Advisor	Workplace Health & Safety Unit
Adams, David	Chief Executive Officer & Executive	DVC (Research)
Adams, Ruth	School of Nursing Part Time Teachin	Nursing
McAdams, Conor	Earth & Environmental Sciences Part	School of Earth, Atmospheric and Life Sciences (SEALS)
Adams, Kye	Casual Employee	School of Earth, Atmospheric and Life Sciences (SEALS)
Adams, John	Casual Employee	Law, Humanities & the Arts (Administration)
Hawkins-Adams, Sophie	Student Placement Officer	SMAH Faculty Office - Inactive

The “Name” displayed is a link – click on the desired name and it will be entered into the applicable field.

Student Search

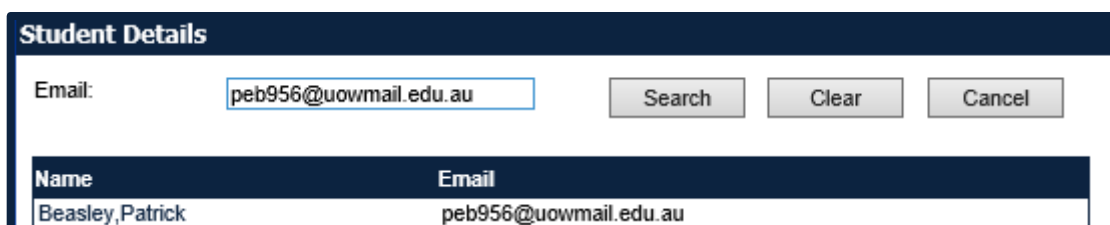
When clicking on a student “Search” link, the following window will appear:



Student Details

Email:

Click “Search” then click into the “Email” box to type the desired email address. Then click “Search” again.



Student Details

Email:

Name	Email
Beasley, Patrick	peb956@uowmail.edu.au

The “Name” displayed is a link – click on the desired name and it will be entered into the applicable field.

10. Completing Corrective Actions

If you have been assigned a corrective action from any of the reports you will sent an email advising you that a corrective action has been assigned to you (See example below).

From: UOW SafetyNET Notification <noreply@sbcit.com.au>

Sent: Thursday, 31 October 2019 4:20 AM

To: Kristy Adams <kristya@uow.edu.au>

Subject: SafetyNet - Incident/Hazard Report corrective action overdue (HIR-19-0120)

A corrective action is overdue.

Person Responsible: Kristy Adams

Reference: HIR-19-0120

Incident Type: and was a near miss

Description: A Winchester of HF was placed in the wrong bin and without it being washed out and with the lid stil

Risk Score: Medium

The incident/hazard report corrective action can be accessed from your Work List.

<https://safetynet.uow.edu.au/SafetyNET/WorkList/>

To complete:

1. Open your worklist.
2. Click on the applicable reference number to view details of the incident/hazard report.
3. Return to your worklist, click on the applicable date to view details of the corrective action.
4. Click 'Add Comment' to input a comment about the corrective action (if applicable), enter descriptive text and click 'Change Comment'.
5. Input 'Date Completed' and click Save.

If it is inappropriate for you to be assigned this corrective action please contact the OHS Unit.





If you are unable to access SafetyNet or would like to discuss this issue with the OHS Unit, contact us on: phone: 42213931 email: whs-admin@uow.edu.au

Clicking on the link in the email will open your work list.

Find the relevant Report then click on the icon under the Corrective Action heading. See Section 3 Work List Form for more information.

NOTE: If the item in the email does not appear in your work list, you can search for the item in SafetyNet using the reference number. See Section 4 Search Form for more information.

When you click the Corrective Action icon the following window will appear.

HIR-19-0120 - Near Miss				
Risk Score: Medium				
Corrective Action Outstanding				
Assigned To	Target Date	Control Type	Description	Date Completed
Kristy Adams	30/05/2019	5 - Administration	Update University Online HF Awareness Training with clarity for: <ul style="list-style-type: none"> How to dispose of contaminated or decontaminated containers How to dispose of neutralised and diluted HF (once it has been determined if down the drain is suitable) 	<input type="text"/>  
				 Save  Cancel

To close off a corrective action, enter the date the corrective action was completed and add a comment about what was done.

NOTE: If you enter a comment about an action, the action will automatically close when the “Save” button is clicked, even if a “Date Completed” has not been entered. If this is done in error, please email whs-admin@uow.edu.au for assistance.

11. Version Control Table

Version Control	Date Released	Approved By	Amendment
1	February 2008	Manager WHS	New Document created
2	September 2009	Manager WHS	Included risk assessment
3	August 2010	Manager WHS	Document updated to incorporate the Personnel name change to Human Resources Division.
4	March 2011	Manager WHS	Minor review
5	March 2012	Manager WHS	Rebrand
6	May 2013	Manager WHS	Major review and update
7	October 2016	Manager WHS	Scheduled review. Major review of whole document included screen shots of all forms and details of what should be included in each section of the forms
8	December 2019	Manager WHS	Reworked entire document due to significant changes since last review in October 2016.
9	February 2021	Manager WHS	Updated screenshots and information relating to Faculty/Portfolio, School/Division/Unit, School/Unit.