

MySafety Incident Reporting Guidance



Aim of this guidance note:
for all persons to gain insight into how to report an accident or incident using the incident report form on MySafety using a combination of drop-down options and free text fields.

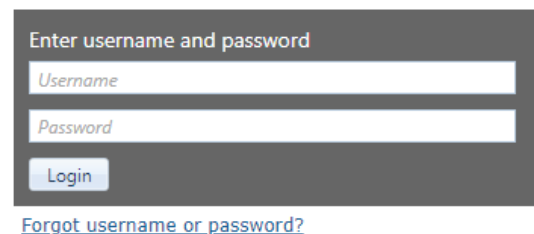
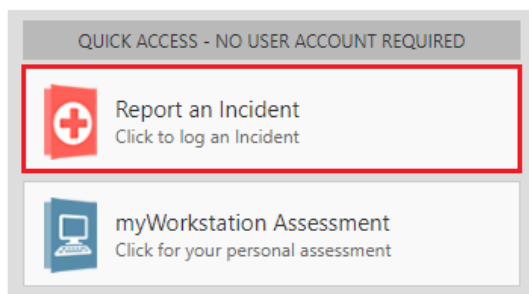
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Report an Incident

Go to MySafety: <https://qmul.oshens.com/login/>

Click on Report an Incident (no log in is required). A pop-up will appear, so ensure pop-ups are not blocked for this website.



Learn more about accident reporting here: <http://www.hsd.qmul.ac.uk/accident-reporting/>

Step 1: Begin

Select type of incident e.g. near miss, accident / incident, ill health etc.

Enter your contact details (name and contact number)

Enter the time and date of the incident

Select the organisation hierarchy that applies to the injured person.

Note: if there is no injured person, then select the organisation hierarchy that applied to the person reporting the incident.

Note: If none of the third-tier selections are suitable select All Groups / Units.

Click next.

MySafety - Google Chrome

https://qmul.oshens.com/AIR2/Incbook/incbook_tab_begin.aspx?First=1

Queen Mary University of London

Incident Notification Form
05 November 2018

1.Begin → 2.What → 3.Where → 4.End

Please complete this form as soon after the Incident as possible. Please complete all fields fully and accurately. Please note, mandatory fields are marked with an asterisk (*) and you will not be able to submit the report if these fields are incomplete.

Type of Incident * [Select]

Person Entering this Report (Contact Details)

Name * [Max chars : 50]

Contact Tel No. * [Max chars : 50]

About the Incident

Time & Date of Incident * 13 : 42 on 05 Nov 2018

For which part of QMUL does the injured person work. If not known or if there is no injury then which part of QMUL does the person reporting this Incident work for?

Division, School, Faculty, Institute: * [Select Division, School, Faculty, Institute]

Department: * [Select Department]

Group/Unit: * [Select Group/Unit]

Step 2: People

Person

Note: This section only applies to accidents / incidents, security incidents and management referrals.

Check the box to indicate whether any people were involved in the incident. This includes injured persons, witnesses, first aiders, line managers etc.

Click 'add details'

Select their involvement and category e.g. staff, as well as their name and personal details if available.

Body Map

Tick the body parts that were affected by the incident.

Injury

Complete all drop down boxes to provide injury details. Further comments can be added to the text box below where necessary.

Treatment

If applicable, provide information on what treatment was provided e.g. first aid at the scene or treatment at a hospital.

Save

Click the green arrow to save and continue.

Step 3: What

Use the text box to describe what happened. You will be encouraged to give as much information as possible in relation to the incident and the circumstances leading up to it.

Click next.

Step 4: Where

Select from the location hierarchy where the incident occurred.

Note: If none of the third-tier selections are suitable select 'ALL Sub Areas'.

Use the text box to include a full description of the precise location within the area selected above and the nature of the environment.

Enter the room number or lift number if applicable.

Step 5: Attachments

Add attachments if necessary.

Note: types of attachments that can be added – word document, PDF, excel spreadsheet, powerpoint presentation, image, video, internet page.

Click next.

Step 6: Actions Taken

If any immediate action was taken following the incident, please include a description of this as well as the date this action was taken.

Suggested follow up actions can be added in this section as well.

Step 7: End

Read the agreement clause and tick the box to agree.

Click the green arrow to submit

Note: A PDF summary document will be produced which can be saved for your records. Click on the PDF icon to view the PDF. Be aware of the sensitive nature of data contained within.