

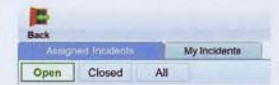
Managing incidents, injuries and hazards

If one of your staff reports an incident/hazard you will receive a notifying email.

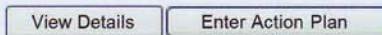
To view or manage the reported event, log into eduSafe, then go to the Incident Register.



Then click on the **assigned incidents** tab.



From here you can choose either **view details** or **enter action plan**.



Action Plan

Action plans are used to record the actions that you have taken or intend to take in managing the incident/hazard. When entering your action plan, ensure that it is detailed and specific.

Immediate response - you should record the steps taken immediately after being advised of the incident, including dates, times and people involved (including witnesses).

Initial level of risk – make a judgement of the likelihood and consequence of current risk. That means recording it in the risk matrix, before initiation of any preventive measures.

| | People | Consequence | | | | |
|-----------------------------------------------|----------------|-------------------------------------|-----------------------------------------|-------------------------------------------------|--------------------------------------------------|------------------------------------|
| | | No injury | Injury / ill health requiring first aid | Injury / ill health requiring medical attention | Injury / ill health requiring hospital admission | Fatality |
| ↑ | | <input type="radio"/> Insignificant | <input type="radio"/> Minor | <input type="radio"/> Moderate | <input type="radio"/> Major | <input type="radio"/> Catastrophic |
| It is expected to occur in most circumstances | Almost Certain | 3 | 3 | 4 | 4 | 4 |
| Will probably occur in most circumstances | Likely | 2 | 3 | 3 | 4 | 4 |
| Might occur at some time | Possible | 1 | 2 | 3 | 4 | 4 |
| Could occur at some time | Unlikely | 1 | 1 | 2 | 3 | 4 |
| May occur only in exceptional circumstances | Rare | 1 | 1 | 2 | 3 | 3 |

Control measure: use the help panel on the right to assist with choosing from the six types, then describe what the particular measure entails. You may add or remove measures as necessary.

Target date: set a realistic date by which you expect to apply the control measure.

Actual completion date: tick when the control measure is completed (leave blank until the control measure is completed).

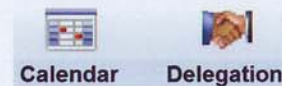
Final level of risk: click **Next** once you have added all intended control measures, and consider the likely level of risk following completion of all control measures.

Finalising a reported incident/hazard

An incident/hazard is automatically closed where each control measure has actual completion date ticked (closed events can be re-opened as necessary).

Calendar

Clicking the calendar button will show a calendar view with a handy summary of incomplete control measures for any incident/hazard that is assigned to you.



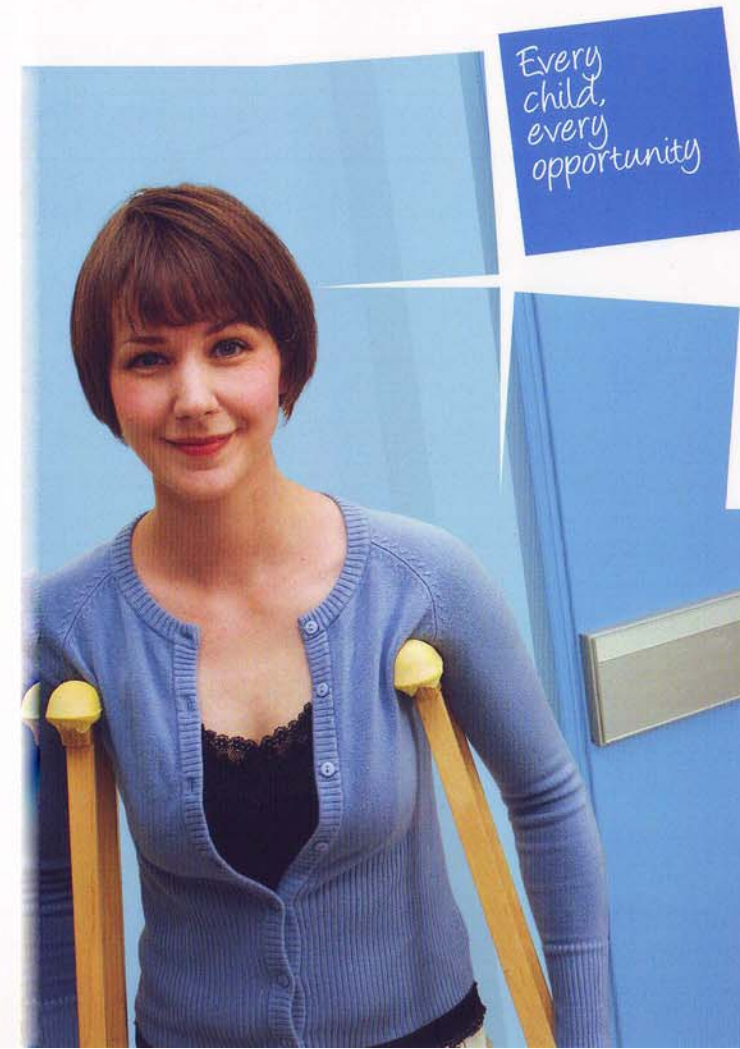
Delegation

If you prefer, day-to-day management of incidents/hazards in eduSafe can be assigned to a different staff member. The delegation button is located in the top right of the management screen.

Authorised by
the Department of Education
and Early Childhood
Development,

2 Treasury Place, East Melbourne,
Victoria, 3002.

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What is eduSafe?

eduSafe is an online system for reporting and managing non-student incidents/injuries and hazards across the whole of the Department of Education and Early Childhood Development (DEECD).

It replaces CASES21 Accidents and Sickbay module as used in schools and the Incident Notification System used elsewhere.

eduSafe offers:

- a single system for reporting and managing all non-student incidents and hazards
- self reporting
- easy access from any computer
- email notification and automatic reminders
- live up to the minute incident information
- comprehensive online management tools and reports.

eduSafe does not:

- change any existing procedure or policies
- change the need to notify serious incidents to the Emergency and Security Management Unit (ESM)
- change reporting of notifiable incidents to Worksafe
- cater for reporting of student incidents/injuries.

How do I get started?

You will need a current DEECD network login (PIN) and password and access to the internet. To access eduSafe type the following link into the browser's address line: www.eduweb.vic.gov.au/edusafe

Roles and responsibilities

EMPLOYEES


Employees should use eduSafe to report an incident/injury, or hazardous situation, for themselves. You can also report incidents on behalf of other people, such as visitors or colleagues.

Where necessary, a WorkCover claim form will still need to be submitted.

PRINCIPALS & MANAGERS (or their delegates)

Management will use eduSafe to report incidents on behalf of non-employees, plus manage incidents reported by their staff. eduSafe also provides reporting tools and charts. Although principals and managers can delegate their roles in eduSafe to appropriate nominees, ultimate responsibility for OH&S and management of reported events resides with the principal or manager.

How do I get help?

Customisable help determine how much input is offered from Safety Sam, the virtual assistant. 

Help Level

For a better experience with this application, please select your help level:



- I am a new user and I would like full assistance
- I am an experienced user, however I would like some assistance
- I am an experienced user and do not require any assistance

FAQs at the lower left of the screen.

Help button on the toolbar.



Audio visual tutorials to get you started.

Phone help is available when all else fails, phone 1300 074 715.

Reporting incidents, injuries and hazards

Login to eduSafe and choose to report an incident or hazard as appropriate.



Fill in the required fields, including all fields with a red arrow (compulsory fields).



Click **next** to move forwards, or previous to move back.



The final screen has a **submit** button to finish and save your incident record.



On successful completion you will be given a reference number and an email will be sent both to you and your principal/manager.

Submit?

The system has enough information to submit your request.

This incident will be assigned to: **John Smith**



To submit your request, click the  button (located on the toolbar).

To review your information click the  button (located on the toolbar).

Viewing incidents injuries and hazards

You can view the progress of your reported incident or hazard by choosing **View incidents/hazards** immediately after logging in.



You can cancel a submitted event that has yet to be actively managed, but you cannot edit details.