SafetyNET – online incident reporting

This presentation gives you some background information about the online reporting system and takes you through the process of reporting incidents using the new online tool.
What’s changing?

- From 31\textsuperscript{st} January 2011, all incidents should be reported to Safety Services using the new online reporting system.
- Paper forms will still be accepted for a period of time but we will expect everyone to use the online system if they can and paper forms will not be accepted after April 2011.
What are the benefits?

- Quick and easy to use
- Anyone can report
- Paperless
- Same tool for reporting all incidents including fire and security
How do I access the system?

- Via the Safety Services/SafetyNET webpage
When using the system, remember to...

- Always use the buttons that appear in the bottom right hand side of the screen to navigate through the system – not the back/forward buttons on your internet browser.
- Use Explorer as your browser and close down the browser when you have finished entering data (this logs you out of the system).
Making your report

- Click on report an incident icon on the SafetyNET homepage
- You won’t need to log in to report an accident unlike the other tools available on SafetyNET
Step 1 – about the incident

You will be taken through the reporting in a logical manner.

This section captures basic information about the incident – if you have logged into the system this will be pre-populated with relevant information – but you need check and change, or enter, as required.

Note – all fields marked with a red asterix* are mandatory – if you don’t know the information at the time, enter “not known” and complete when all the information is available.

Click the next button to move to the next screen.
Step 2 – about the people affected

You will now need to provide information about anyone affected by or involved in the incident – this includes witnesses.

If you click Yes, you will be prompted to add further information.
When you click the add details button this opens a new screen.
Step 2 – about the people affected: details

The first stage is to enter personal information about the people involved.

If you have logged into SafetyNET, you can find UCL employees using this button.
Step 2 – about the people affected: details

If the person was injured or suffered an illness, this is where you can enter further detail about the nature of the injury/illness.

You can add details of multiple injuries to the same person if relevant.
Step 2 – about the people affected: details

You can give details of any treatment given at the scene of the incident or elsewhere.

<table>
<thead>
<tr>
<th>Question</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>Was any treatment given?</td>
<td>No</td>
</tr>
<tr>
<td>Time &amp; date:</td>
<td>11:27</td>
</tr>
<tr>
<td>Nature of treatment:</td>
<td></td>
</tr>
<tr>
<td>Who provided the treatment?</td>
<td></td>
</tr>
<tr>
<td>Did this person ... become unconscious?</td>
<td>Yes</td>
</tr>
<tr>
<td>Did this person ... require resuscitation?</td>
<td>Yes</td>
</tr>
<tr>
<td>After Initial Treatment</td>
<td></td>
</tr>
<tr>
<td>What happened after initial treatment?</td>
<td></td>
</tr>
<tr>
<td>Mode of transport (if leaving site):</td>
<td></td>
</tr>
<tr>
<td>Have next-of-kin been informed?</td>
<td>Yes</td>
</tr>
</tbody>
</table>
Step 2 – about the people affected: details

You will then be asked to enter some specific information if the affected person is a UCL employee.

When you click next, you will be prompted to save all the information about the person affected/involved that you have just entered.
Step 2 – about the people affected: details

Click the green save button once you have completed all the details

NB: You are only saving information about the people involved at this stage, not any other information you may have entered.
Step 2 – About the people affected:

Once you have entered and saved the information, you can then either edit that information or add the details of other individuals affected by or involved in the incident.

When you have entered and saved all the information about those affected or involved, you are ready to move on to Step 3.
Step 3 – What happened?

Now you need to describe what actually happened – this is a free text box so you should provide as much detail as possible.
Step 4 – Where did the accident occur?

If the incident happened on a UCL site, you can pick the location and area from the drop-down list.

And you can give more site specific information here.
Step 5– Other relevant information

A final set of questions that relate to the type of incident being reported – in some cases, there may be no further information required and you will skip straight to the submit screen at the end of Step 4.
Step 6 – Submitting the report

You now be asked to confirm the information in the report is correct before it is submitted -
Step 6 – Submitting the report

Once you have checked the agreement box you can click the submit button.
Step 6 – Submitting the report

You will now get a screen confirming that the incident has been reported and a unique reference number.

If you want a hard copy of the report now, click to view the pdf, and you will then be able to print the document once it has opened.

You can also save the file too for your own records.
That’s it!

• Now you have seen how straightforward the reporting system is, why not try entering some of the examples that we have sent to you with this presentation or you could use historic accident reports from your own department.

• To enter example data, use the training version of the system as follows:
To report an incident using the training version of SafetyNET

- Go to http://www.oshens-software.com/ucl/training
- You don’t need to log in to report an incident – just click the icon
Reporting an incident cont.

• Use your own name and/or a colleague in your department as the person(s) involved/reporting the incident

• But don’t enter any email addresses when trying the system as we are currently checking functionality of the alert systems and want to avoid unnecessary emails being sent out