SafetyNET – initial investigation of incidents

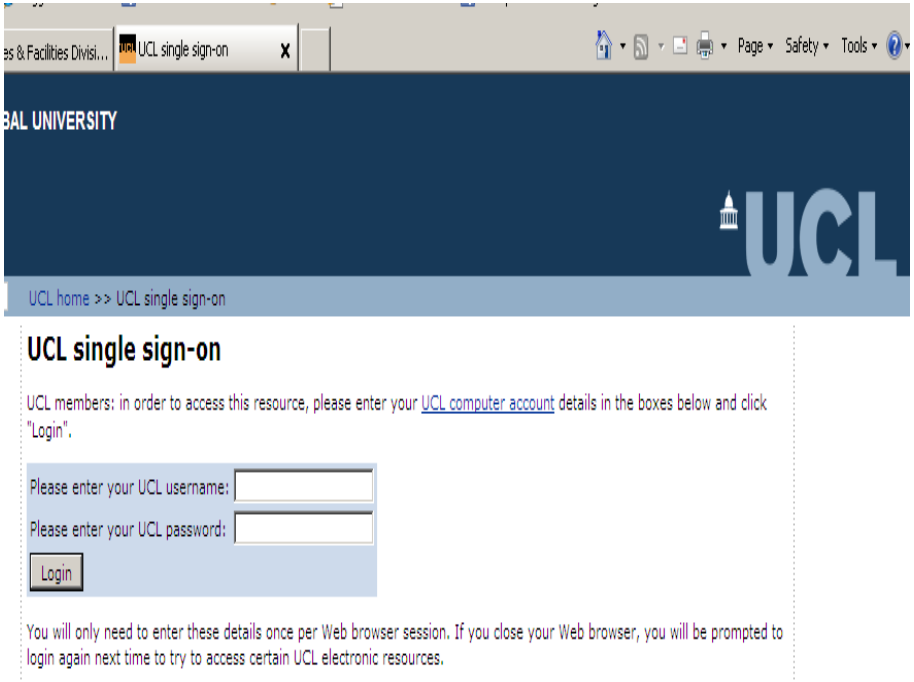
This presentation takes you through the steps that follow the report of an incident: the initial investigation

Initial investigation

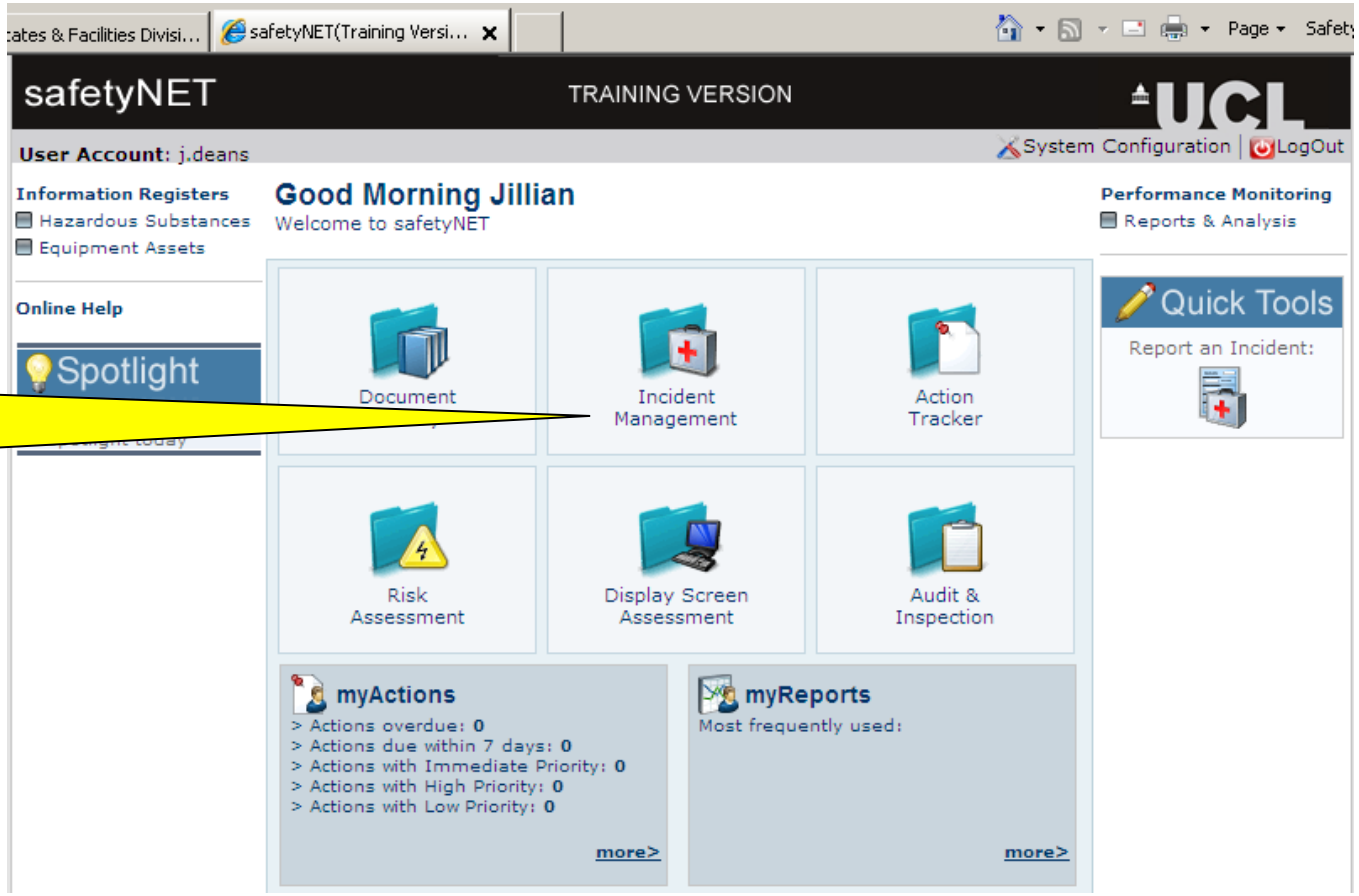
- The purpose of this stage is to check that the information given in the incident report is correct and to add any further supporting information that has been gathered.
- There are 3 levels of investigation available in SafetyNET but is expected that most incidents will only need an initial investigation.
- The information entered as part of the initial investigation will indicate whether further/more extensive investigation is needed.

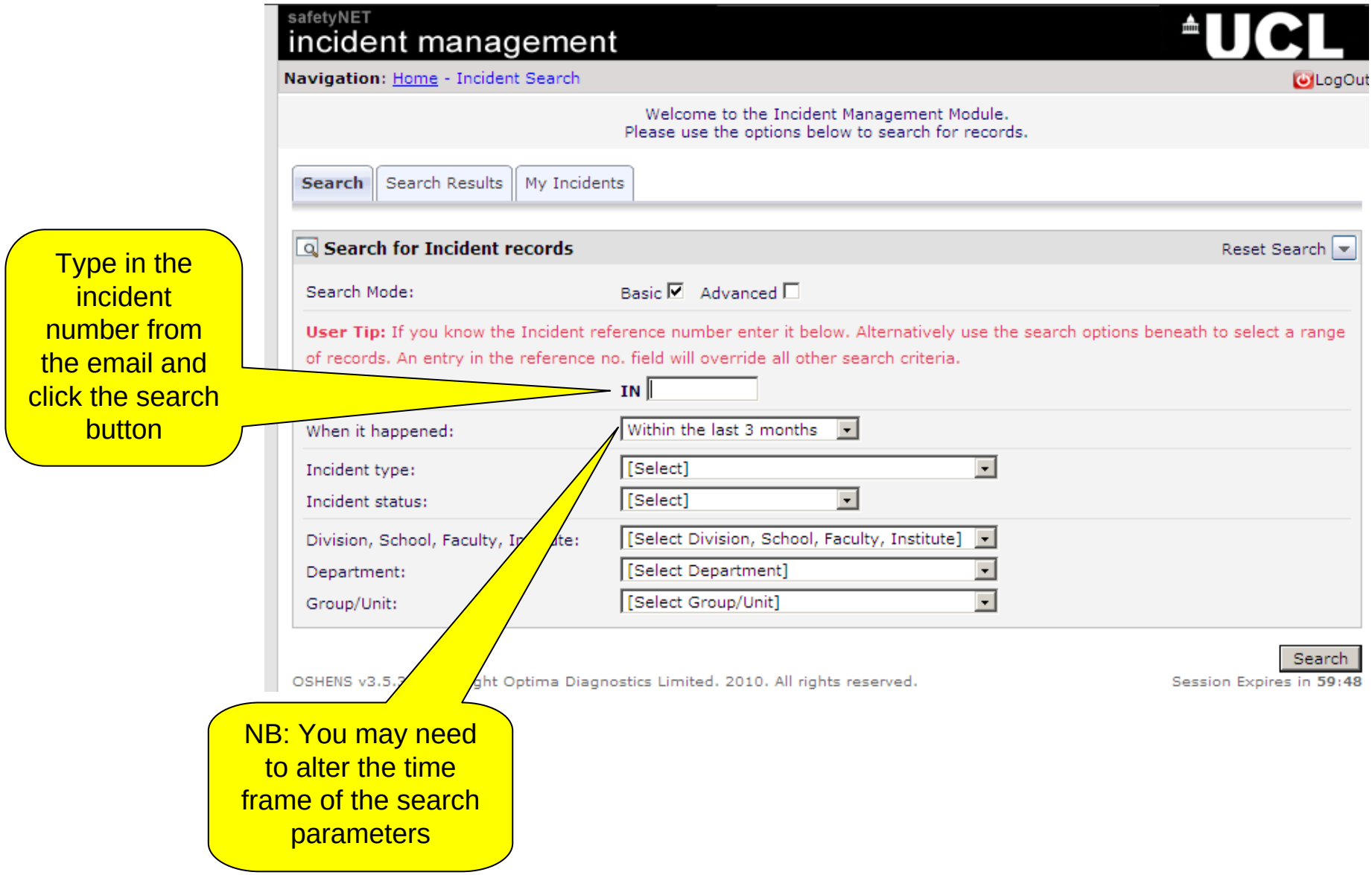
Accessing the incident record

- You will be alerted that an incident has been reported in your Department by means of an email from UCL@oshens-software.com
- You need to log into SafetyNET via https://ucl-safety.co.uk to view the incident record
- This will take you to the single sign-on page where you can log into SafetyNET using your UCL user-name and intranet password



Click here to access the incidents that have been reported in your Department




safetyNET
incident management
UCL
Navigation: Home - Incident Search
LogOut
Welcome to the Incident Management Module.
Please use the options below to search for records.
Search
Search Results
My Incidents
Search for Incident records
Reset Search
Search Mode:
Basic
Advanced
User Tip: If you know the Incident reference number enter it below. Alternatively use the search options beneath to select a range of records. An entry in the reference no. field will override all other search criteria.
IN
When it happened:
Within the last 3 months
Incident type:
[Select]
Incident status:
[Select]
Division, School, Faculty, In te:
[Select Division, School, Faculty, Institute]
Department:
[Select Department]
Group/Unit:
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Search
OSHENS v3.5.7
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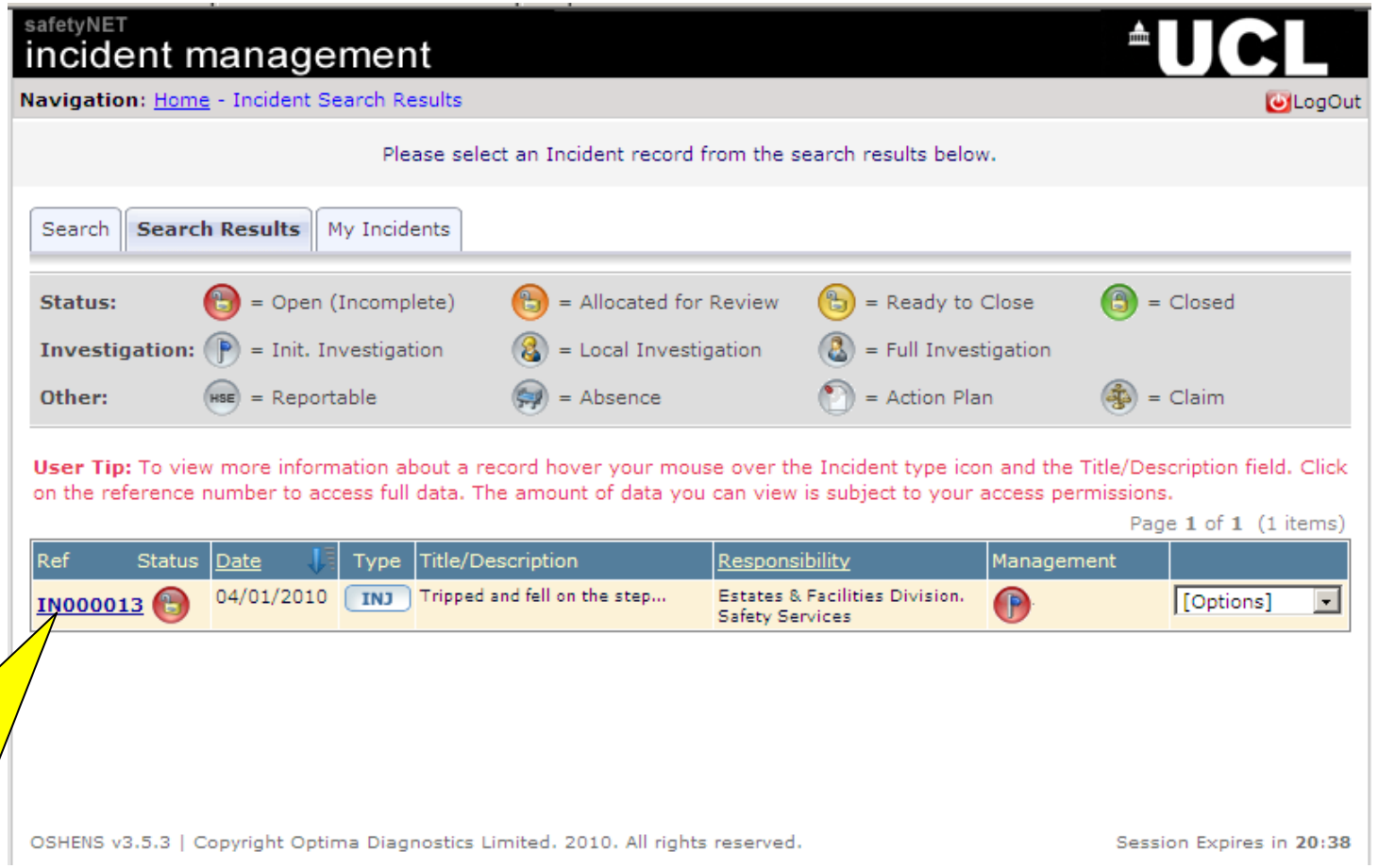
Session Expires in 59:48
Type in the incident number from the email and click the search button
NB: You may need to alter the time frame of the search parameters



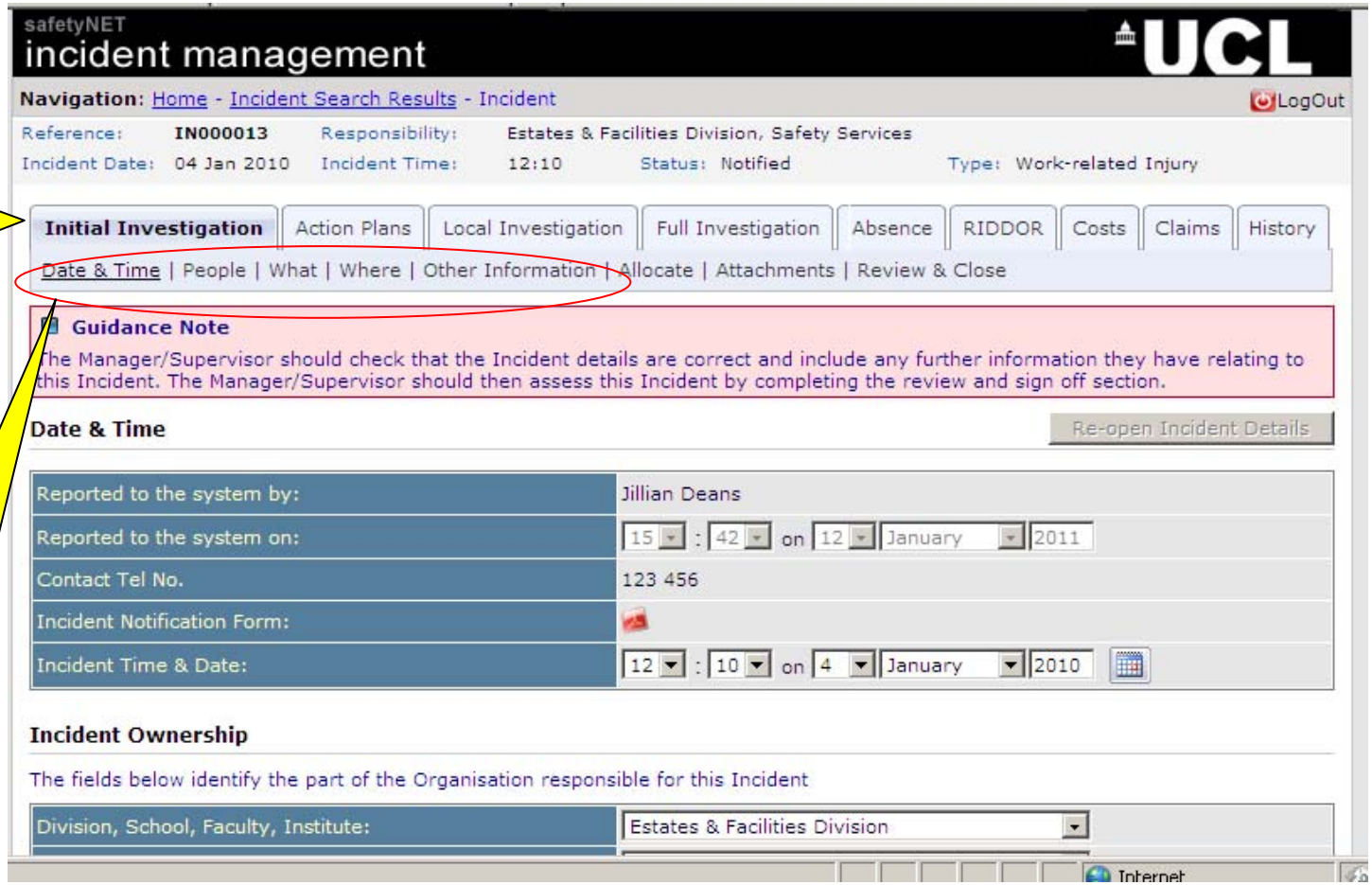
These buttons give a quick overview of the status of the incident

This screen shows the list of incidents that have been reported in your department – in this case it only shows the incident you have searched for – click on the reference number to open the record

We are currently working to import historical data into the system: when the site goes live, we hope to have last years data available

These tabs guide you through all the information that may be required when dealing with an incident

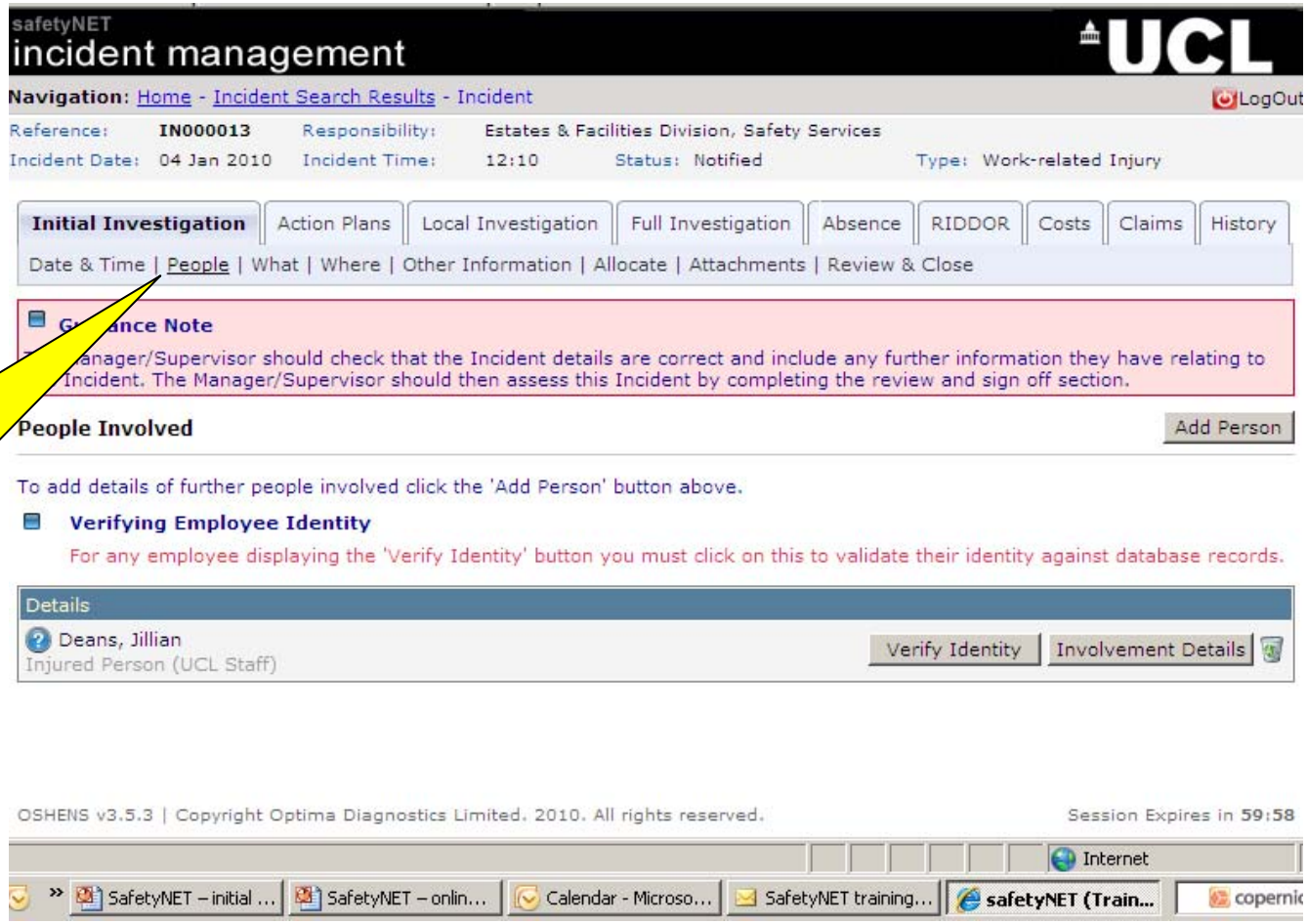
The information here was entered when the incident was reported – work through this and check all information is correct/complete – click on each heading to move between different sections



If you add or change any information, remember to save the record when prompted

Checking the information is straightforward so the next slides show the one additional step that is needed as part of this process: verification of employee identity

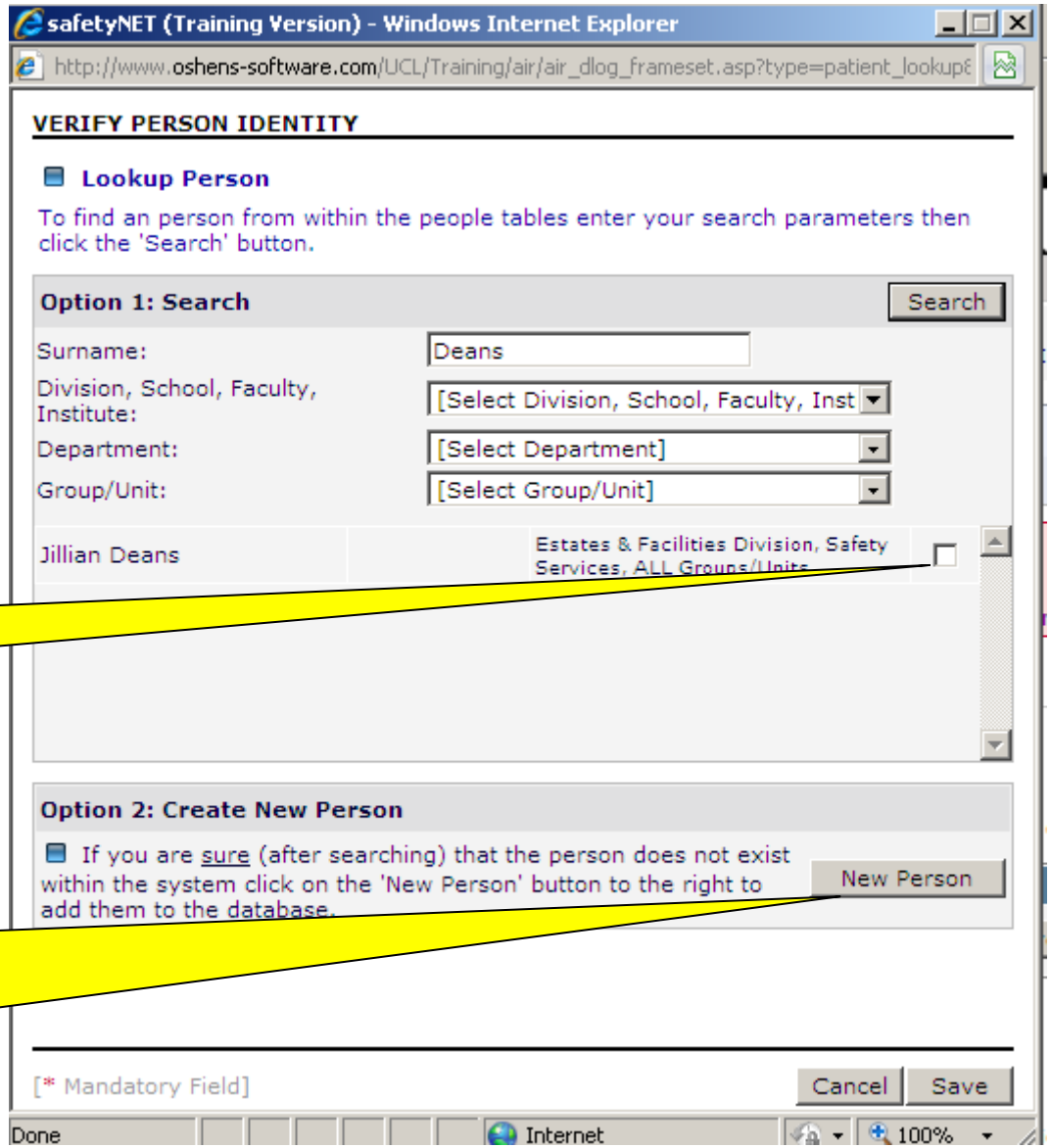
When you review the “people” data, if UCL employees are involved, you need to verify their identity. This checks them against the information already held on the system



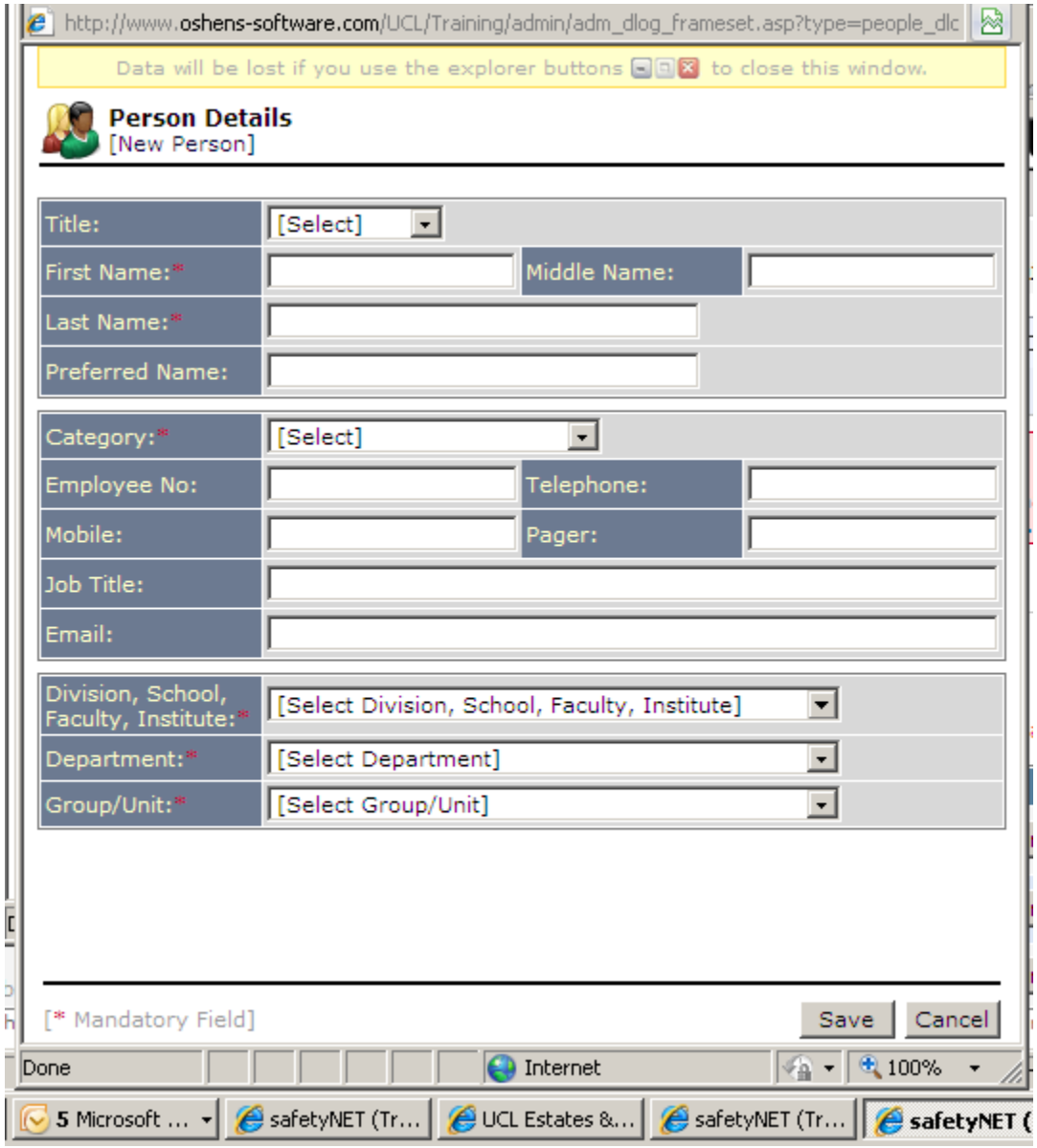
Clicking the “verify identity” button opens a search screen, you can then search for the individual concerned

Once you have found the right person, check the box and save

If the injured person is definitely a UCL employee (this includes post-graduate students) but they do not appear on the system (most likely because they are a new starter), you can add them to the system here

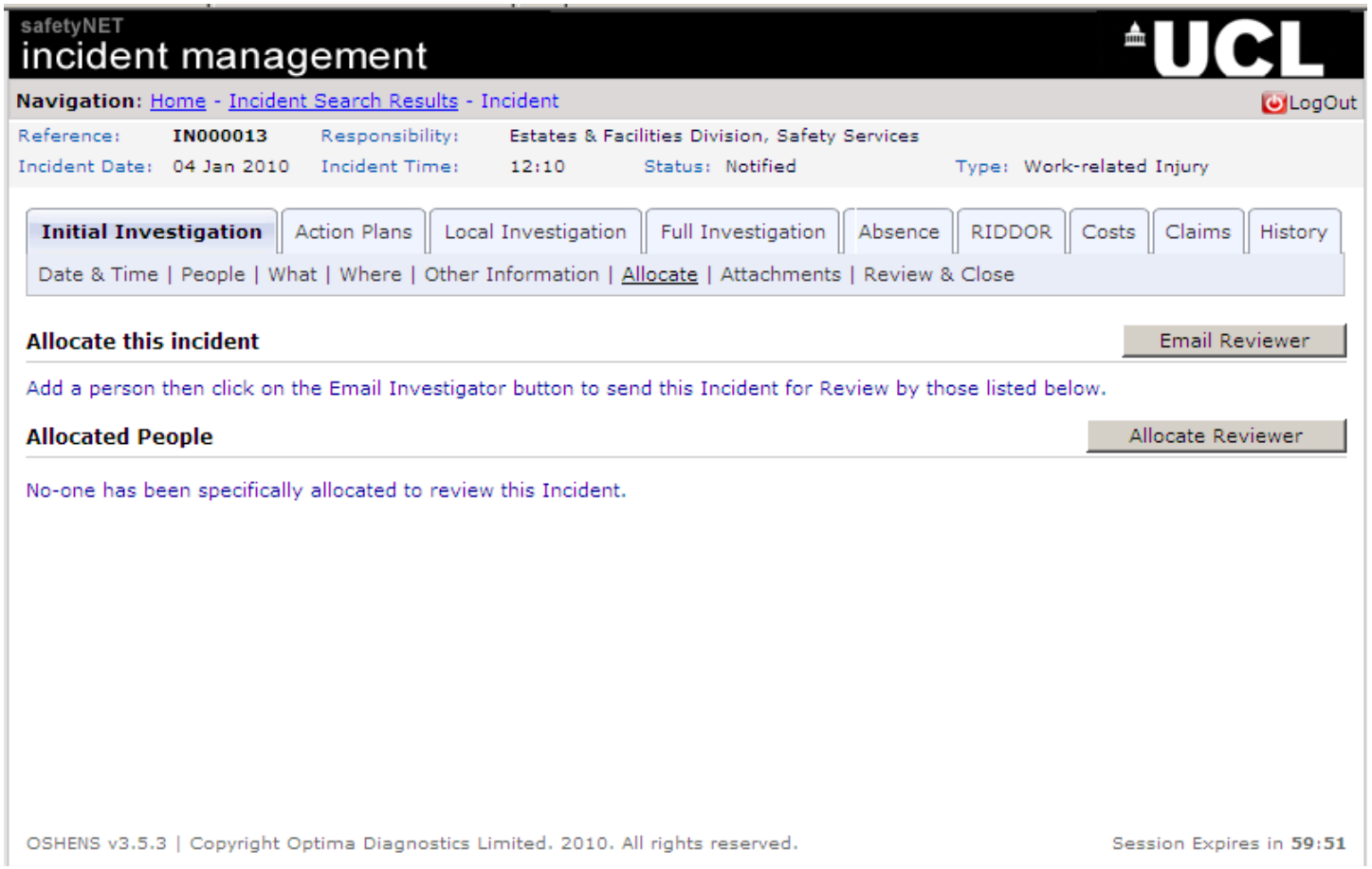


Enter all the relevant information about the new person in this section – please complete as many fields as you are able at this stage



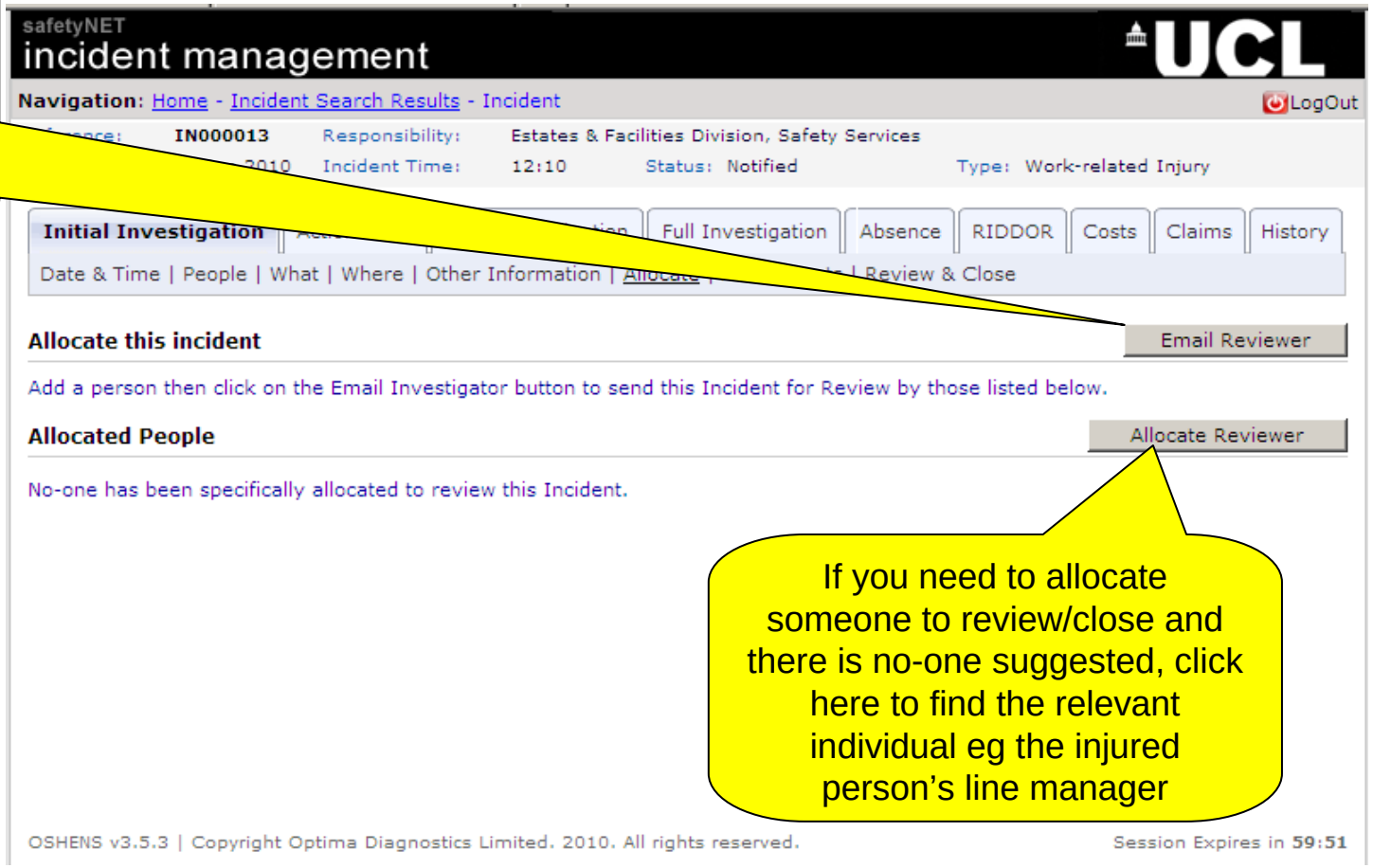
Having checked the information, you now have the opportunity to assign the incident for review to a specific manager if you do not wish or are not able to review/close the incident yourself. The system may suggest an individual depending on the records held in the system

NB: allocation is not a mandatory step



If, having checked all the information, you believe that the incident has been incorrectly allocated to your Department, contact Safety Services to arrange for re-allocation

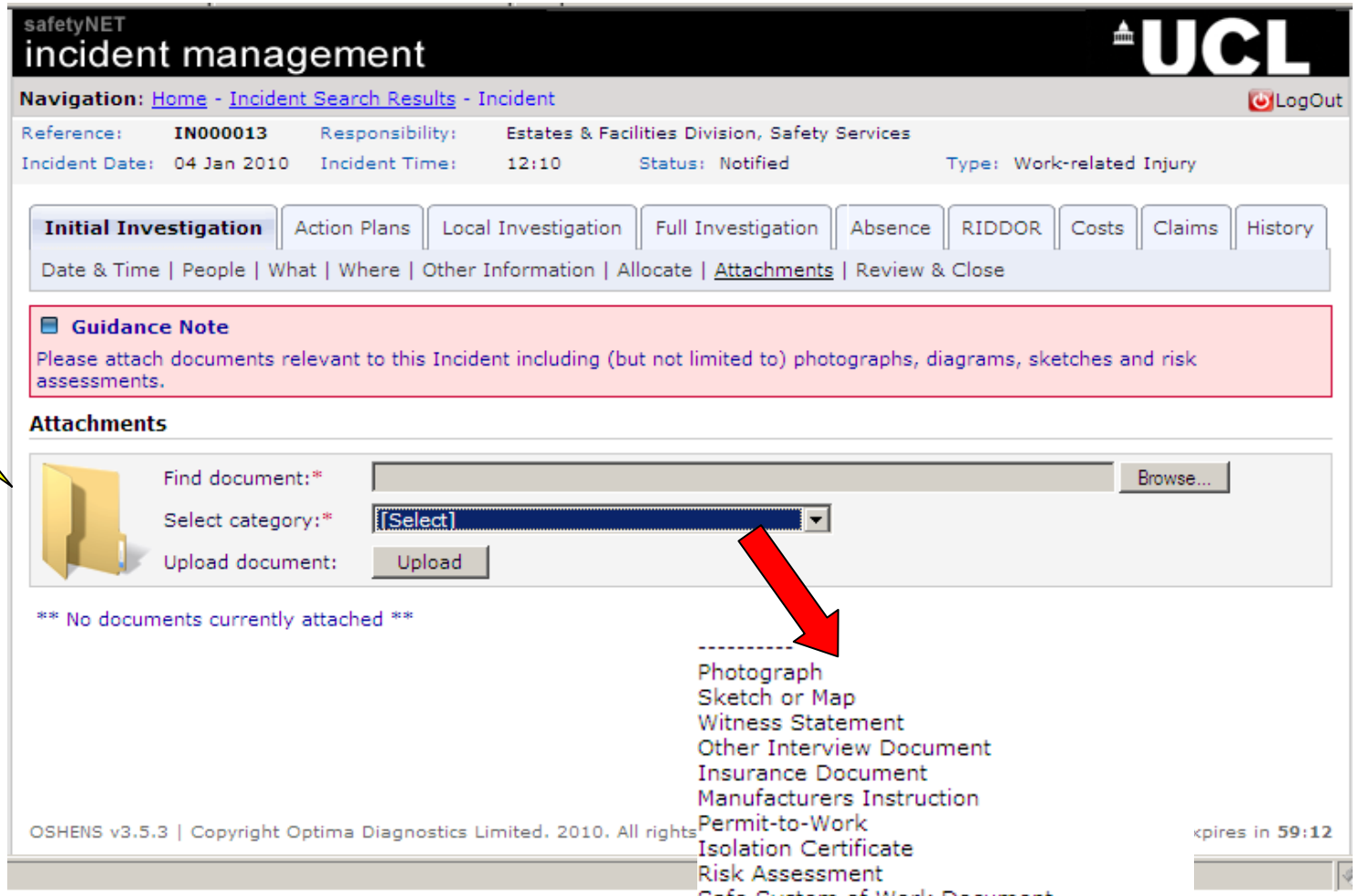
If you have allocated a reviewer click here to notify them – they will then get an email from the system



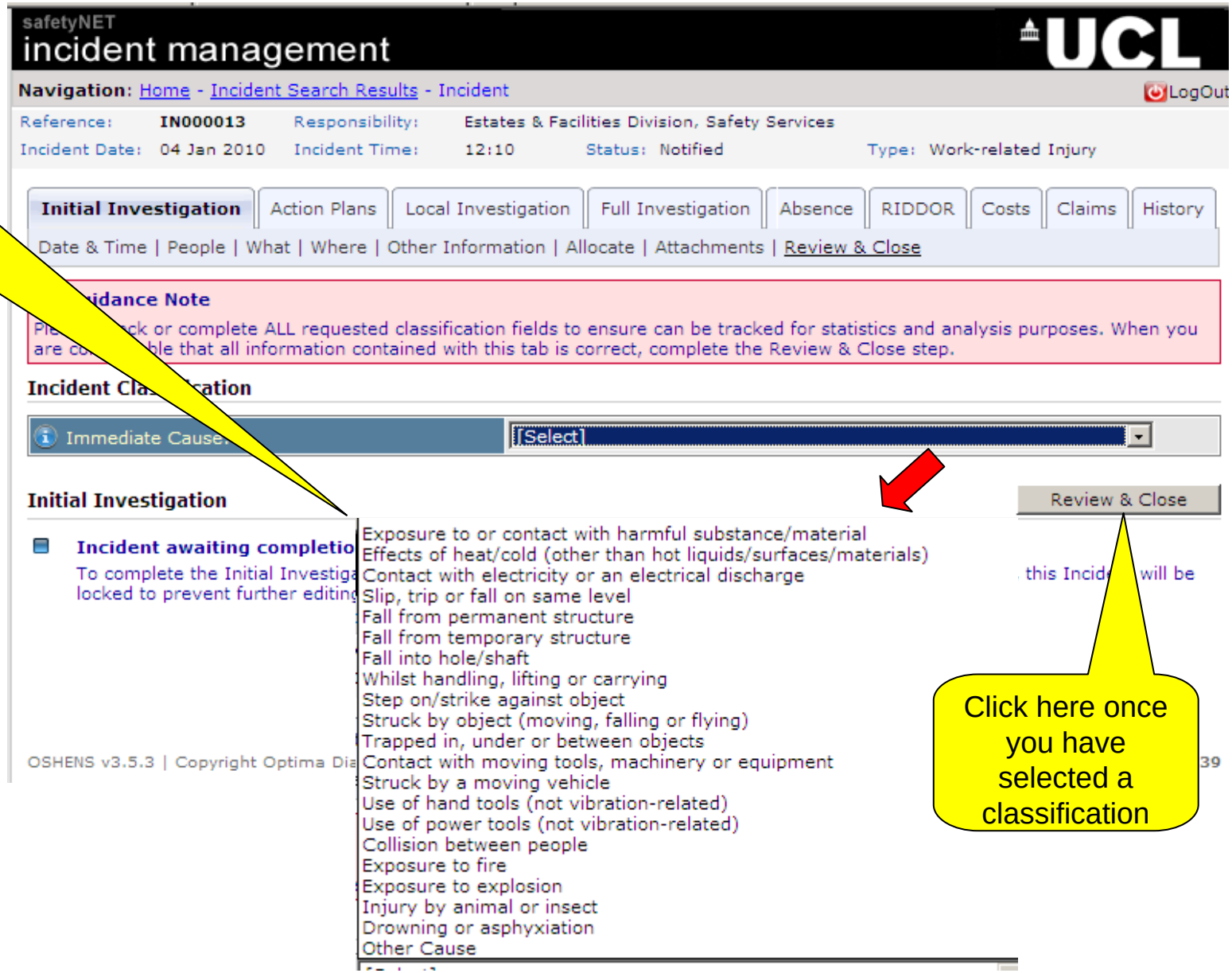
If you need to allocate someone to review/close and there is no-one suggested, click here to find the relevant individual eg the injured person's line manager

NB: the layout of this section may change slightly when the system goes live; we are currently working to make this stage easier to understand

You can use this section to add any supporting documentation

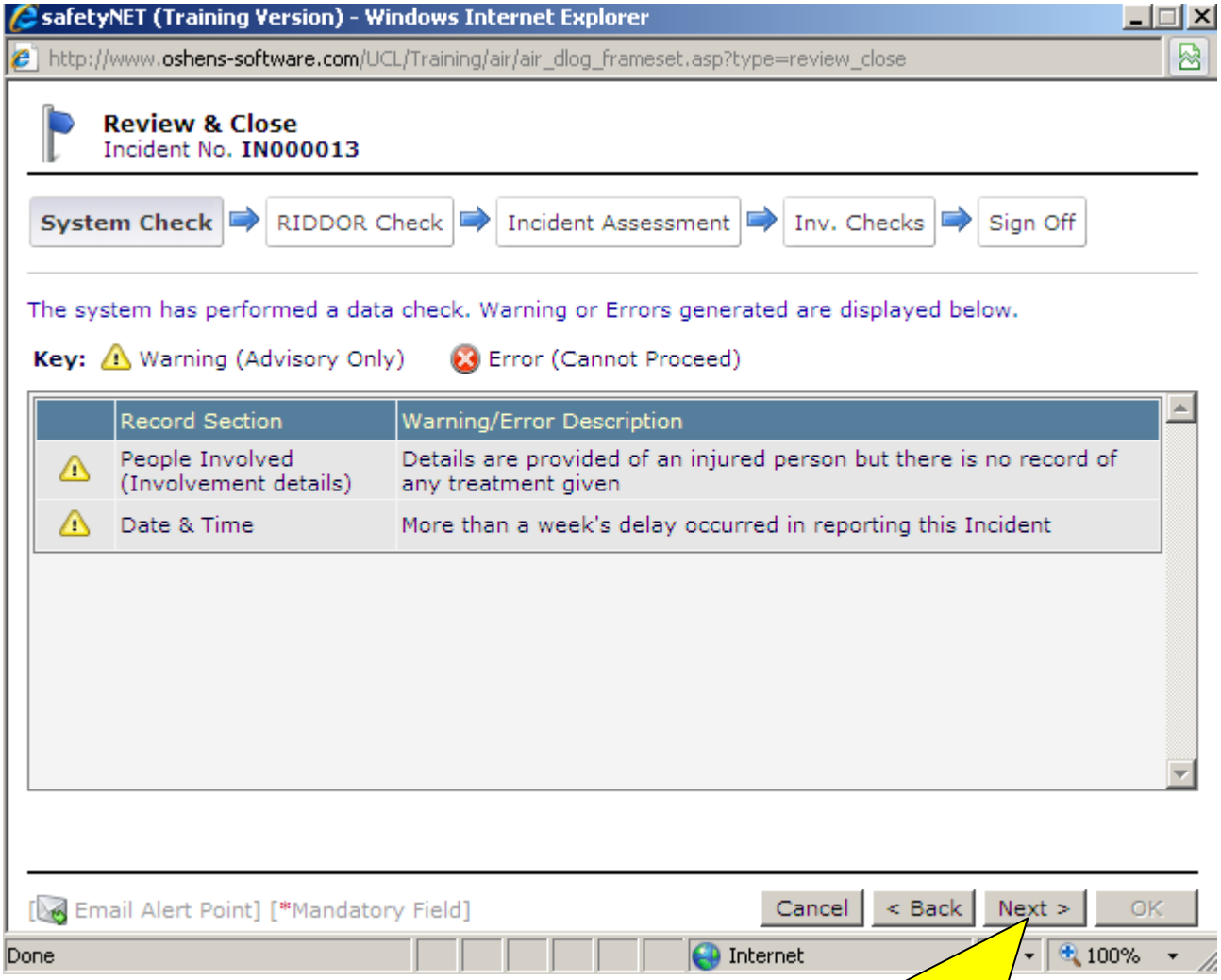


You now need to review and close the incident by classifying the cause of the incident



Click here once you have selected a classification

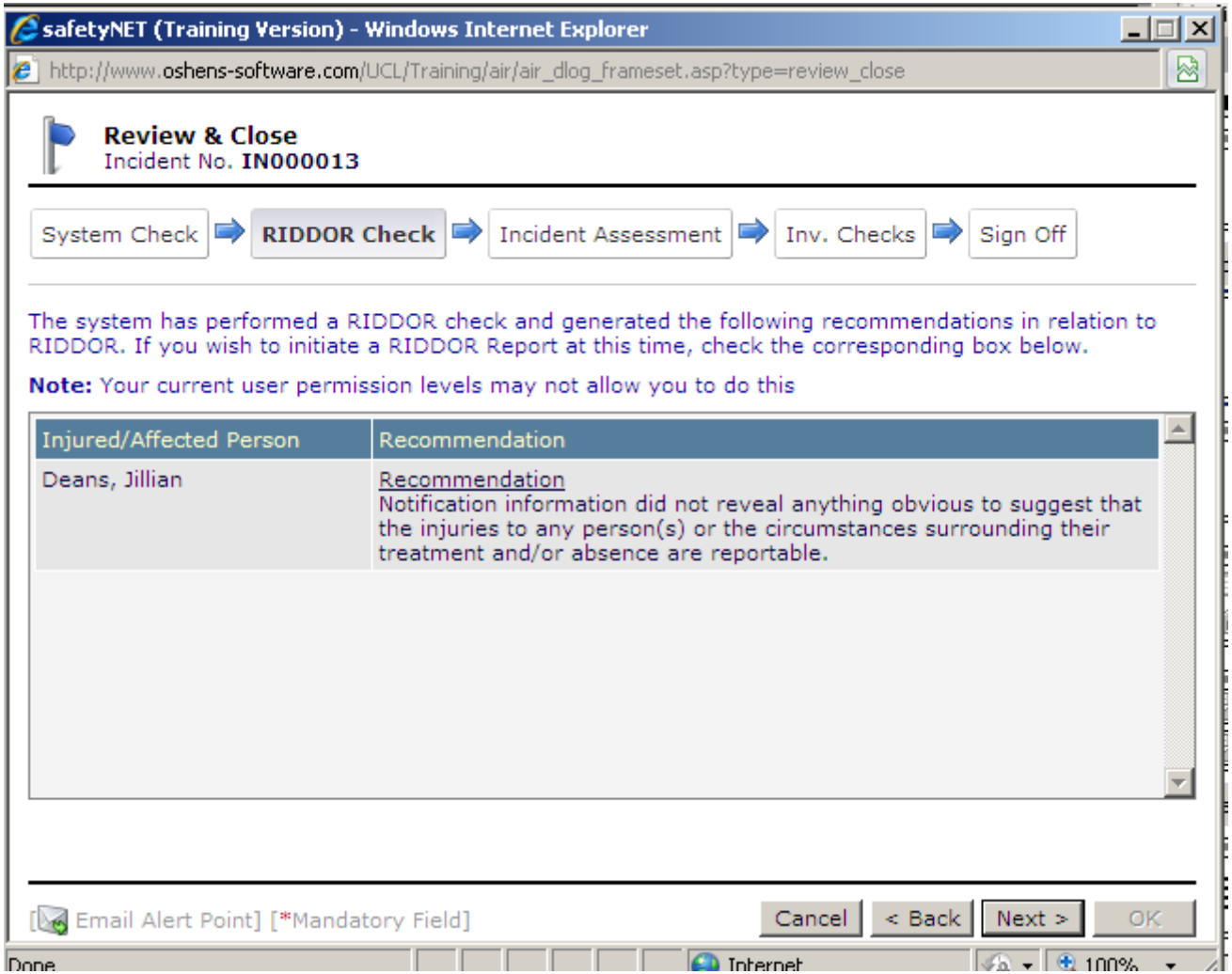
The system now reviews the data entered and lets you know if there are any errors – if there are, you will need to go back and enter any missing data. There may also be other information that needs further attention/review; this is indicated by means of a warning sign



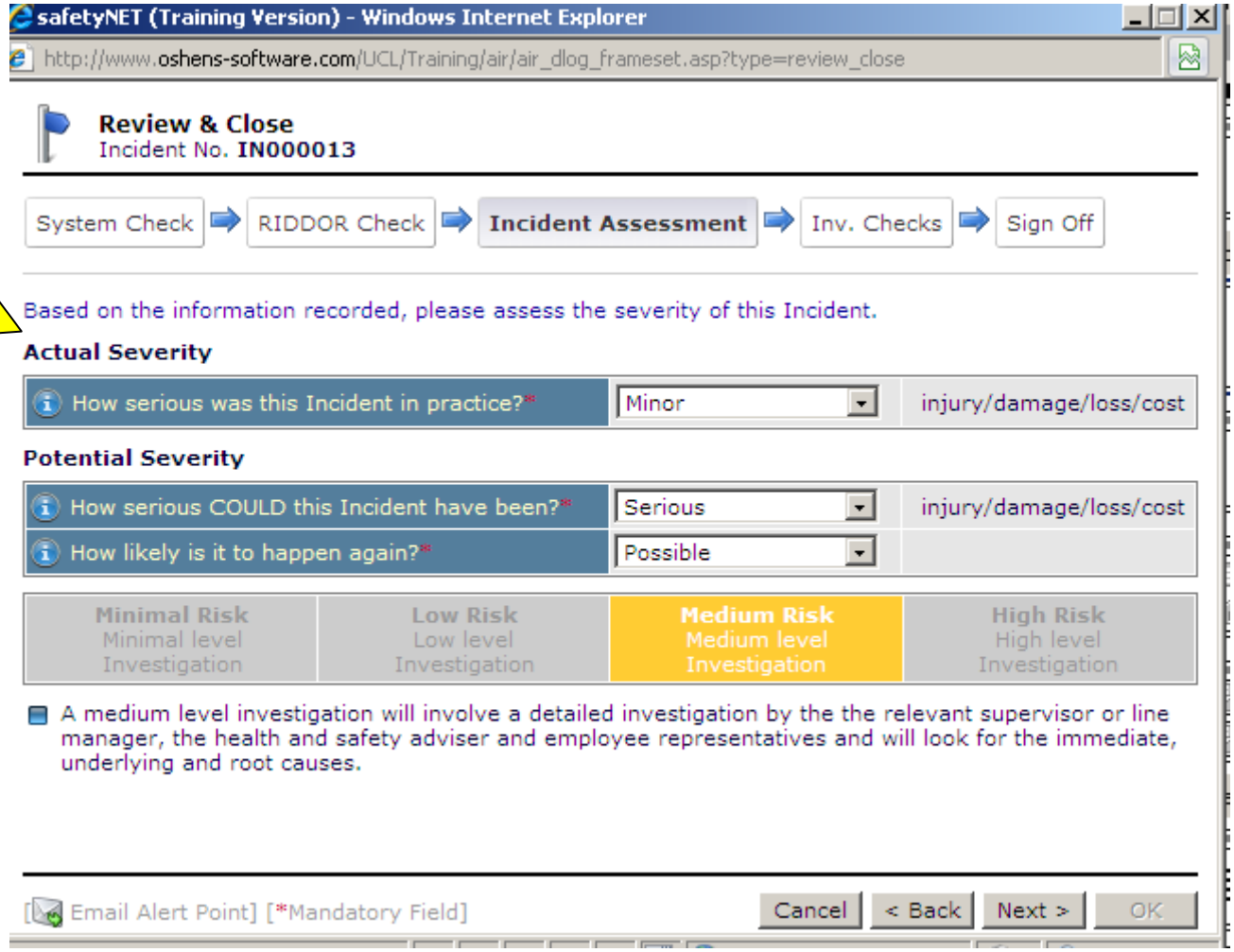
Once any errors have been corrected and any warnings checked, click here to move to the next section

Based on the information given, the system will advise whether the incident should be reported to the Health and Safety Executive (HSE) under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)

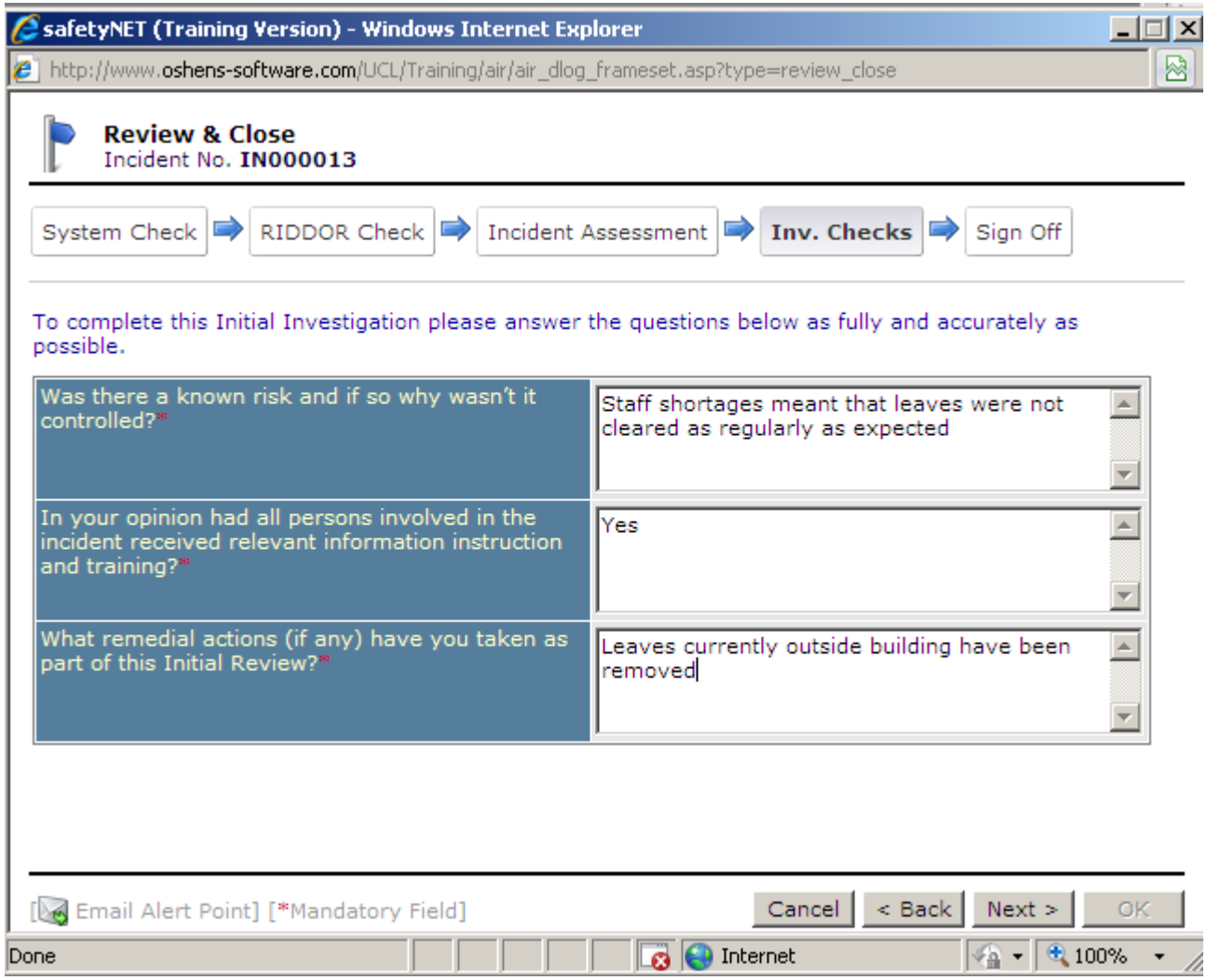
NB: this is for information only – any RIDDOR reports will be made by Safety Services on behalf of UCL



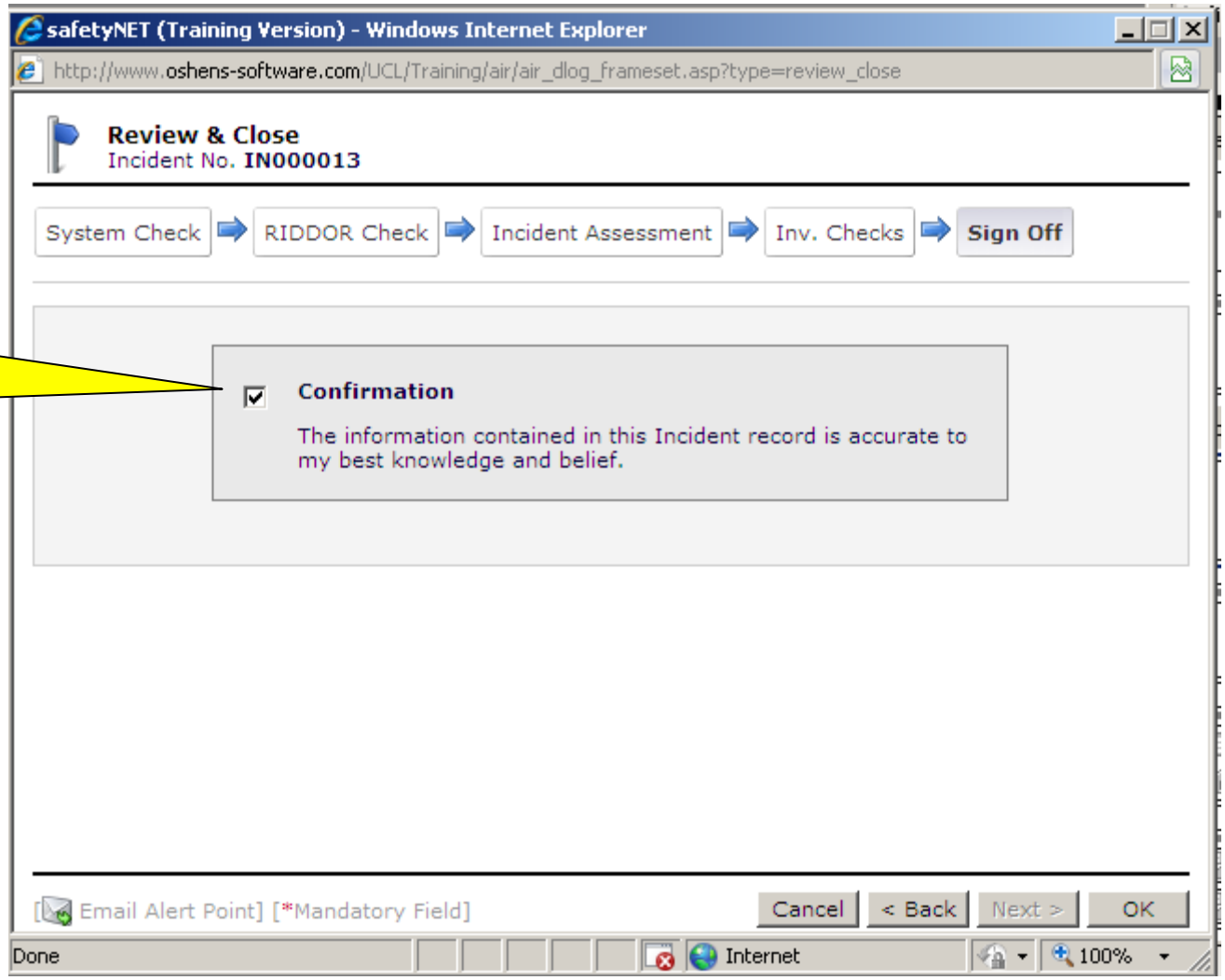
This section asks you decide the actual and potential severity of the incident – this will then give an indication of whether further investigation is warranted (and the type)



This section asks a series of questions relating to the management of the incident

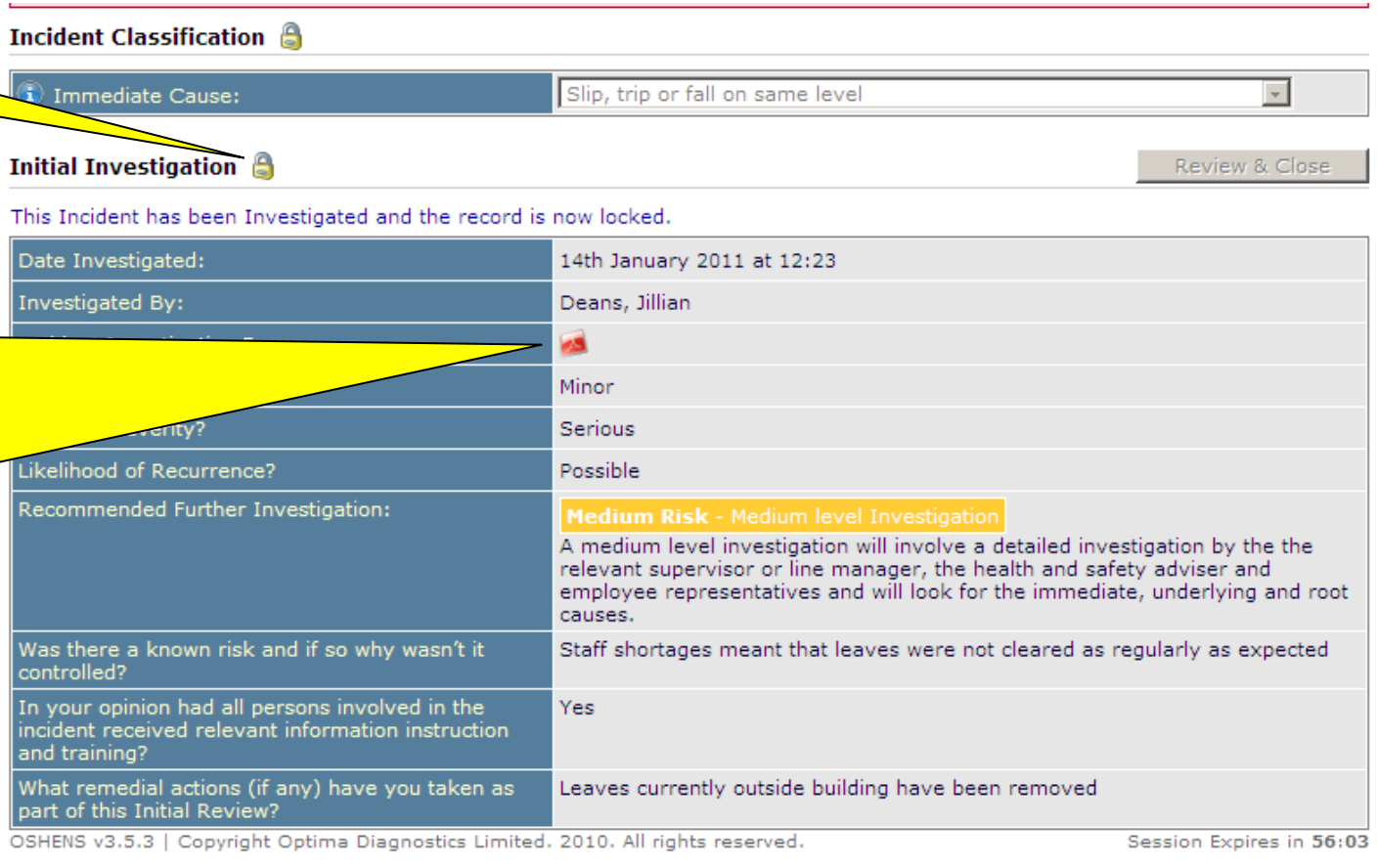


You can now sign off the incident by checking the confirmation box a clicking ok



The record is now locked

If you want a hard copy, the whole report can viewed, saved and printed by clicking here. NB retention of signed, hard copies is not necessary/ required



Incident Classification

Immediate Cause:	Slip, trip or fall on same level

Initial Investigation Review & Close

This Incident has been Investigated and the record is now locked.

Date Investigated:	14th January 2011 at 12:23
Investigated By:	Deans, Jillian
[illegible]	
[illegible]	Minor
[illegible]erity?	Serious
Likelihood of Recurrence?	Possible
Recommended Further Investigation:	**Medium Risk** - Medium level Investigation A medium level investigation will involve a detailed investigation by the the relevant supervisor or line manager, the health and safety adviser and employee representatives and will look for the immediate, underlying and root causes.
Was there a known risk and if so why wasn't it controlled?	Staff shortages meant that leaves were not cleared as regularly as expected
In your opinion had all persons involved in the incident received relevant information instruction and training?	Yes
What remedial actions (if any) have you taken as part of this Initial Review?	Leaves currently outside building have been removed

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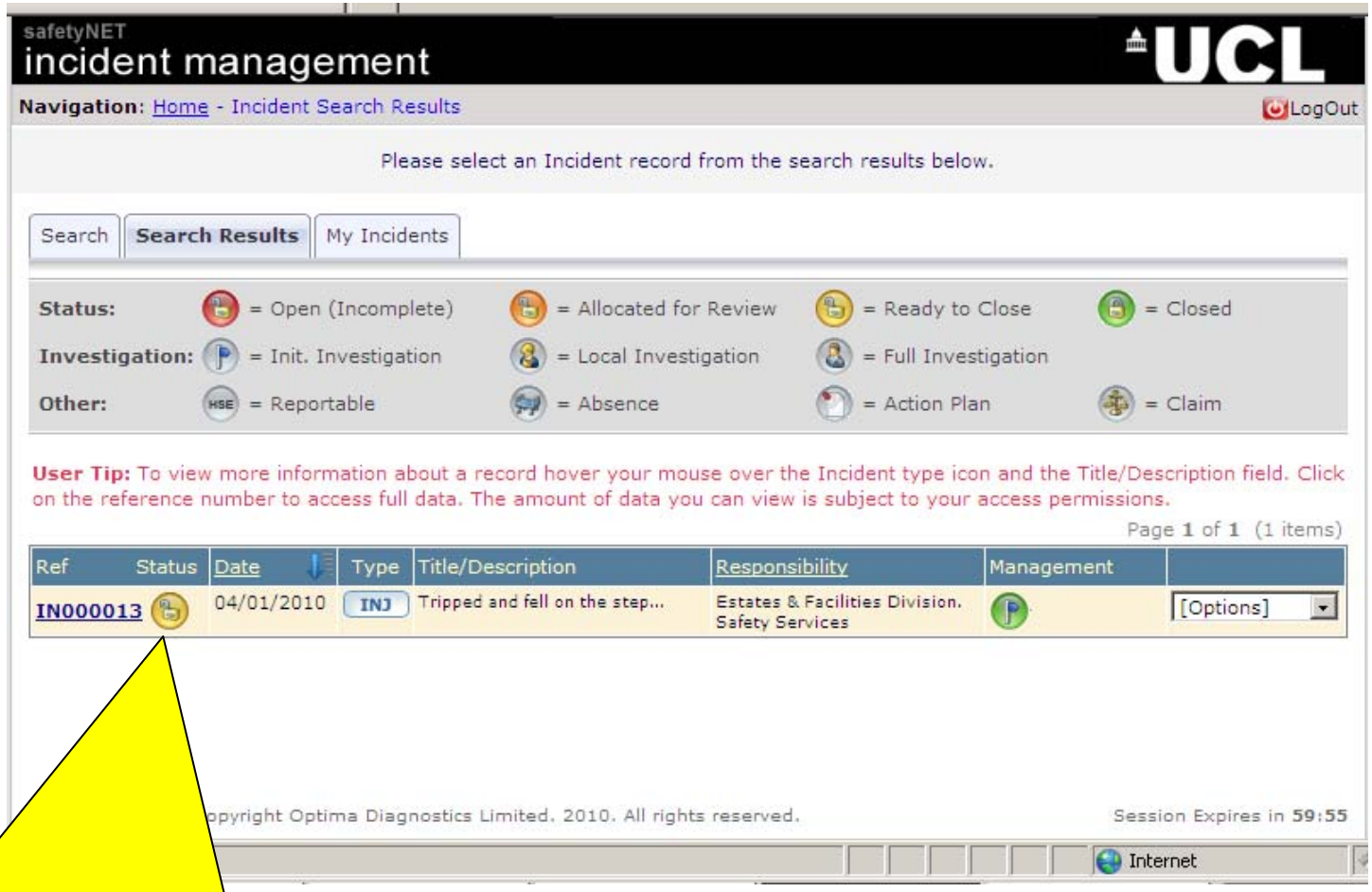

If you search for the incident again, you will notice that the status has been changed to “ready to close”. Initially, only Safety Services will be able to formally close an incident – this will be reviewed and ultimately permission to close incidents will be the responsibility of relevant managers in Departments

Further information and training

- Safety Services will be arranging a training workshop on incident investigation
- The workshop will cover the theory of incident investigation and show you how to use SafetyNET to conduct a more detailed investigation when needed
- The training will take place in March and further details will be circulated soon