

SafetyNET – online incident reporting

This presentation gives you some background information about the riskNET incident online reporting system and takes you through the process of reporting incidents using the online tool

All incidents must be reported to Safety Services using the online reporting system

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

<http://www.ucl.ac.uk/estates/safetynet/>


SafetyNET - health and safety at UCL

UCL's overall objective is to provide and maintain a safe and healthy environment for its staff, students, people we work with and for those who visit. Furthermore, UCL recognises that health and safety is an integral part of the way in which UCL's activities are managed and conducted.




Use RiskNET Tools

Find out more about RiskNET tools



Here in Safety Services we aim to support and enhance research and teaching by providing independent competent safety advice at all levels across UCL.



Safety Alerts

A-Z of UCL safety guidance

Time4Safety

For enquiries and advice please use the contacts below:

General safety enquiries or questions
safety@ucl.ac.uk


Fire safety enquiries or issues fire@ucl.ac.uk

Questions or problems relating to RiskNET tools
risknet.help@ucl.ac.uk

Enquiries about safety training courses
safetytraining@ucl.ac.uk

Advice about transporting dangerous goods
dangerousgoods@ucl.ac.uk

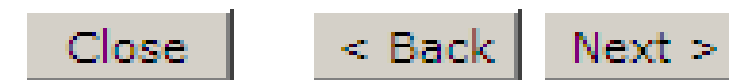
For the contact details of a specific member of the Safety Services Team click [here](#)



Report an incident

When using the system, remember to...

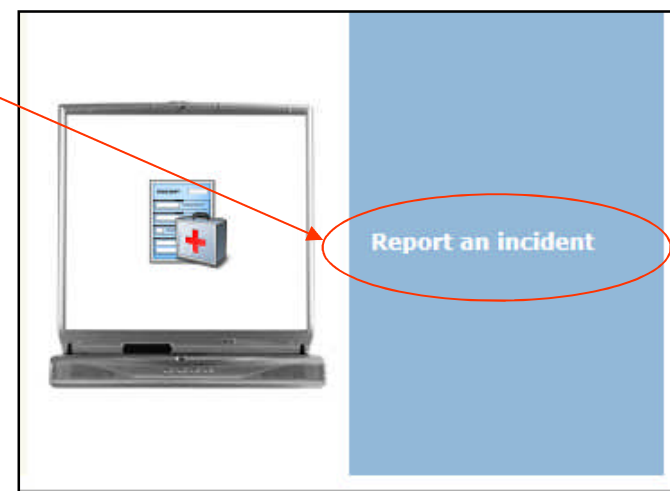
- Always use the buttons that appear in the bottom right hand side of the screen to navigate through the system – not the back/forward buttons on your internet browser
- Use Explorer as your browser and close down the browser when you have finished entering data (this logs you out of the system)



Making your report

You will also be able to report via the link that always appears on the left hand side of the SafetyNET website and also when you have logged into the SafetyNET tools

- Click on the Report an Incident hyperlink 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 asterisk* are mandatory – if you don't know the information at the time, enter "not known" and complete when all the information is available



Incident Notification Form
 Training Version Only

1.Begin → 2.What → 3.Where → 4.End

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 report: *

[Select]


Person Reporting the Incident

Name* [Max chars: 50]

Jillian Deans

Contact Tel No.* [Max chars: 50]


About the Incident

Please record the time and date of the Incident and use the information in the fields provided to identify the area of the organisation that has responsibility for this.

Time & Date of Incident*

11 : 27 on 12 November 2010

Part of Organisation *

Estates & Facilities Division

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

Safety Services

ALL Groups/Units

[* Mandatory Field]

Session Expires in 59:18

Close

< Back

Next >

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



UCL Incident Notification Form
Training Version Only

1.Begin → 2.People → 3.What → 4.Where → 5.Other Information → 6.End

People Injured/Affected or Involved

Were there people injured/affected or involved in this Incident? *
If 'Yes', please tick the box and record details as instructed below in the area that will appear below.

Yes ☐ No ☐

[* Mandatory Field] Session Expires in 50:17

Close < Back Next >

Done Internet 100%

Step 2 – about the people affected

When you click the add details button this opens a new screen

http://www.oshens-software.com/UCL/Training/air/incbook/incbook_tab_frameset.asp?key=738887C3-86B4-4350-


UCL **Incident Notification Form**
Training Version Only

1.Begin ➔ 2.People ➔ 3.What ➔ 4.Where ➔ 5.Other Information ➔ 6.End

People Injured/Affected or Involved

Were there people injured/affected or involved in this Incident? * Yes ☒ No ☐
If 'Yes', please tick the box and record details as instructed below in the area that will appear below.

You have indicated the involvement of people in this Incident please click the **Add/Edit Details** button to provide full details of their involvement.

[Person 1] Incomplete information **Add Details** 

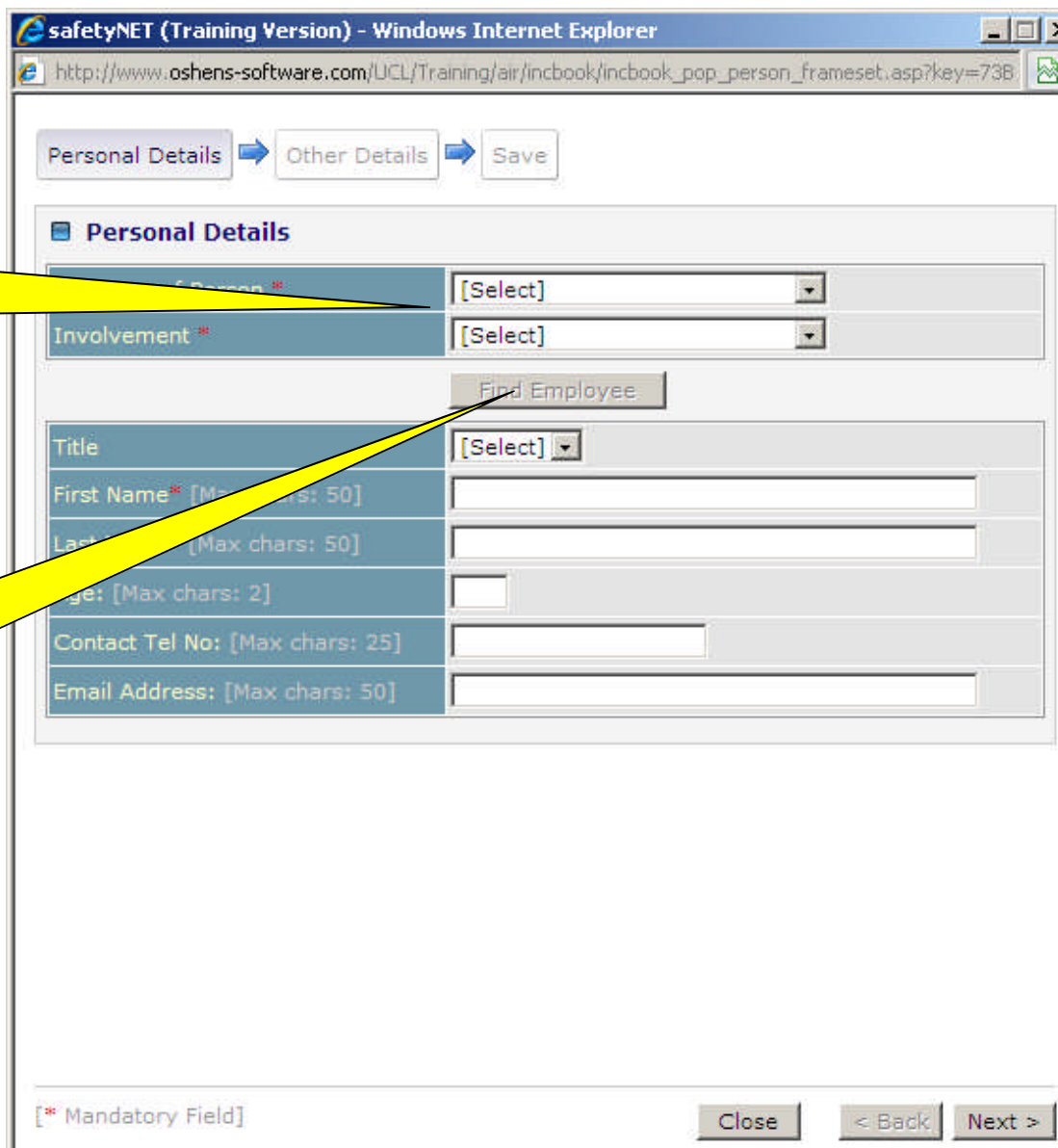
Add Another Person

[* Mandatory Field] Session Expires in 44:42 **Close** **< Back** **Next >**

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



safetyNET (Training Version) - Windows Internet Explorer

http://www.oshens-software.com/UCL/Training/air/incbook/incbook_pop_person_frameset.asp?key=73B

Personal Details → Other Details → Save

Personal Details

Involvement* [Select]

Find Employee

Title [Select]

First Name* [Max chars: 50]

Last Name* [Max chars: 50]

Age: [Max chars: 2]

Contact Tel No: [Max chars: 25]

Email Address: [Max chars: 50]

[* Mandatory Field]

Close < Back Next >

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

safetyNET (Training Version) - Windows Internet Explorer

http://www.oshens-software.com/UCL/Training/air/incbook/incbook_pop_person_frameset.asp?key=738

Personal Details ➔ **Injuries/Illness** ➔ Initial Treatment ➔ Other Details ➔ Save

Injury/Illness Details
Click the 'Add' button to record details of each injury/illness sustained. Please complete ALL fields selecting 'Unknown' or 'n/a' where appropriate.

Injury / Illness	Part of Body	Area	Side
[Select]	[Select]	[Select]	[Select]

Add

Injury/Illness Severity Assessment
Based on what was witnessed or reported please provide initial feedback as to the severity of injury/illness.

Severity Level: [Select]

Injury/Illness Comments [Max chars: 1000]
Please use the box below to make any additional comments about the injuries or illness.

[* Mandatory Field]

Close < Back Next >

Done

Step 2 – about the people affected: details

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

http://www.oshens-software.com/UCL/Training/air/incbook/incbook_pop_person_frameset.asp?key=738

Personal Details ➔ Injuries/Illness ➔ **Initial Treatment** ➔ Other Details ➔ Save

Please indicate what, if any, treatment this person received.

Was any treatment given?	No treatment given
Time & date:	11 : 27 on 12 November 2010
Nature of treatment: [Max chars: 500]	
Who provided the treatment? (detail First Aider, Doctor, Occ Health Nurse, Bystanders or Others) [Max chars: 500]	

☒ **Did this person**

... become unconscious?	Yes <input type="checkbox"/> No <input type="checkbox"/>
... require resuscitation?	Yes <input type="checkbox"/> No <input type="checkbox"/>

☒ **After Initial Treatment**

What happened after initial treatment?	[Select]
Mode of transport (if leaving site):	[Select]
Have next-of-kin been informed?	Yes <input type="checkbox"/> No <input type="checkbox"/>

[* Mandatory Field]

Close < Back Next >

Done Internet 100%

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 the all the information about the person affected/involved that you have just entered

http://www.oshens-software.com/UCL/Training/air/incbook/incbook_pop_person_frameset.asp?key=738

Personal Details → Injuries/Illness → Initial Treatment → **Other Details** → Save

Other Information about this Person
The fields below only require completion if this Incident relates to an Employee.

On or Off duty at the time?	On <input checked="" type="checkbox"/> Off <input type="checkbox"/>
If 'On Duty' were they working alone?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Work Area or Department [Max chars: 50]	<input type="text"/>
Supervisor [Max chars: 50]	<input type="text"/>
Line Manager (if different) [Max chars: 50]	<input type="text"/>
Contact Tel No. [Max chars: 50]	<input type="text"/>

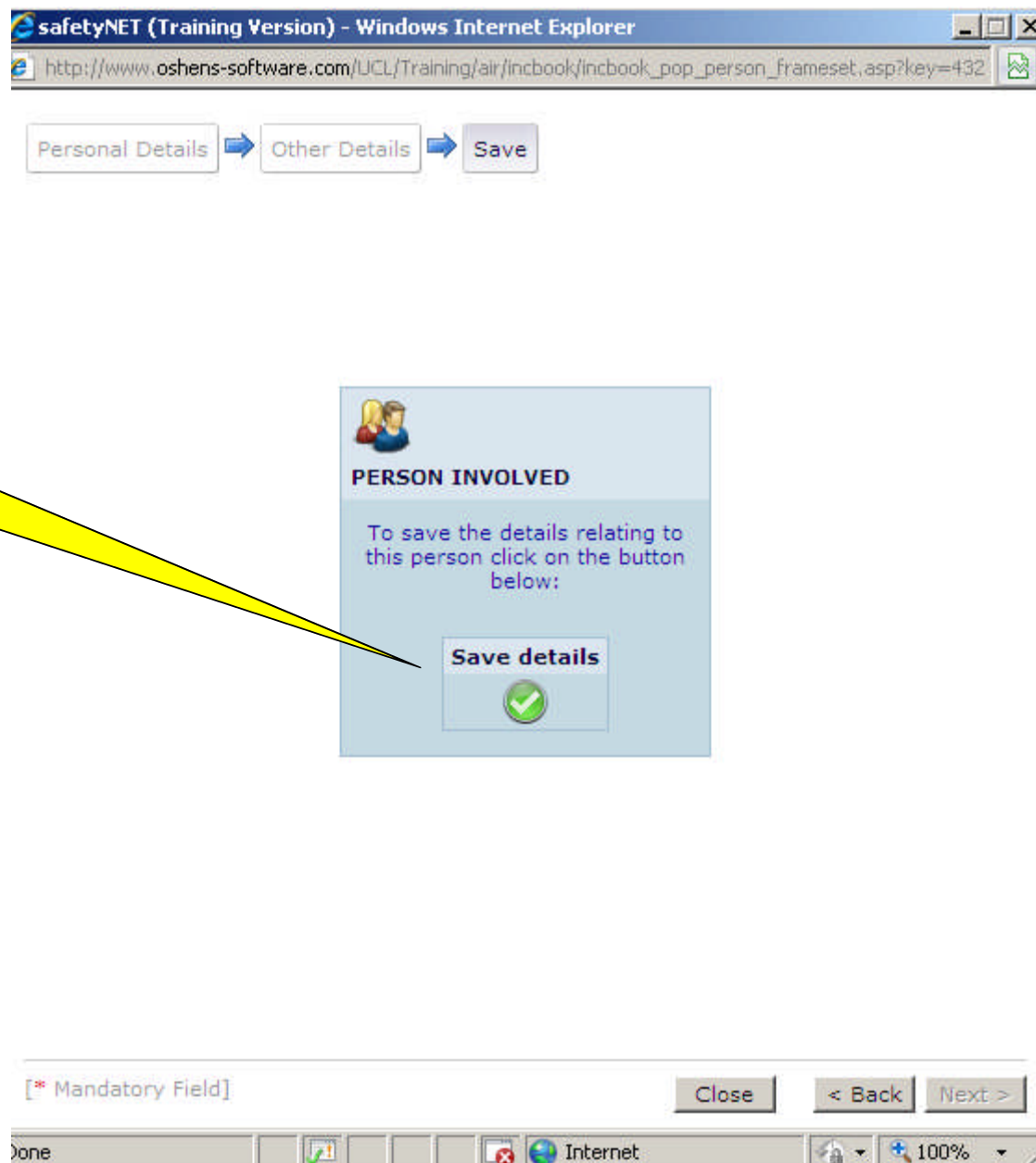
Close < Back Next >

Done: [Taskbar icons] Internet 100%

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



safetyNET (Training Version) - Windows Internet Explorer

http://www.oshens-software.com/UCL/Training/air/incbook/incbook_pop_person_frameset.asp?key=432

Personal Details → Other Details → Save

PERSON INVOLVED

To save the details relating to this person click on the button below:

Save details

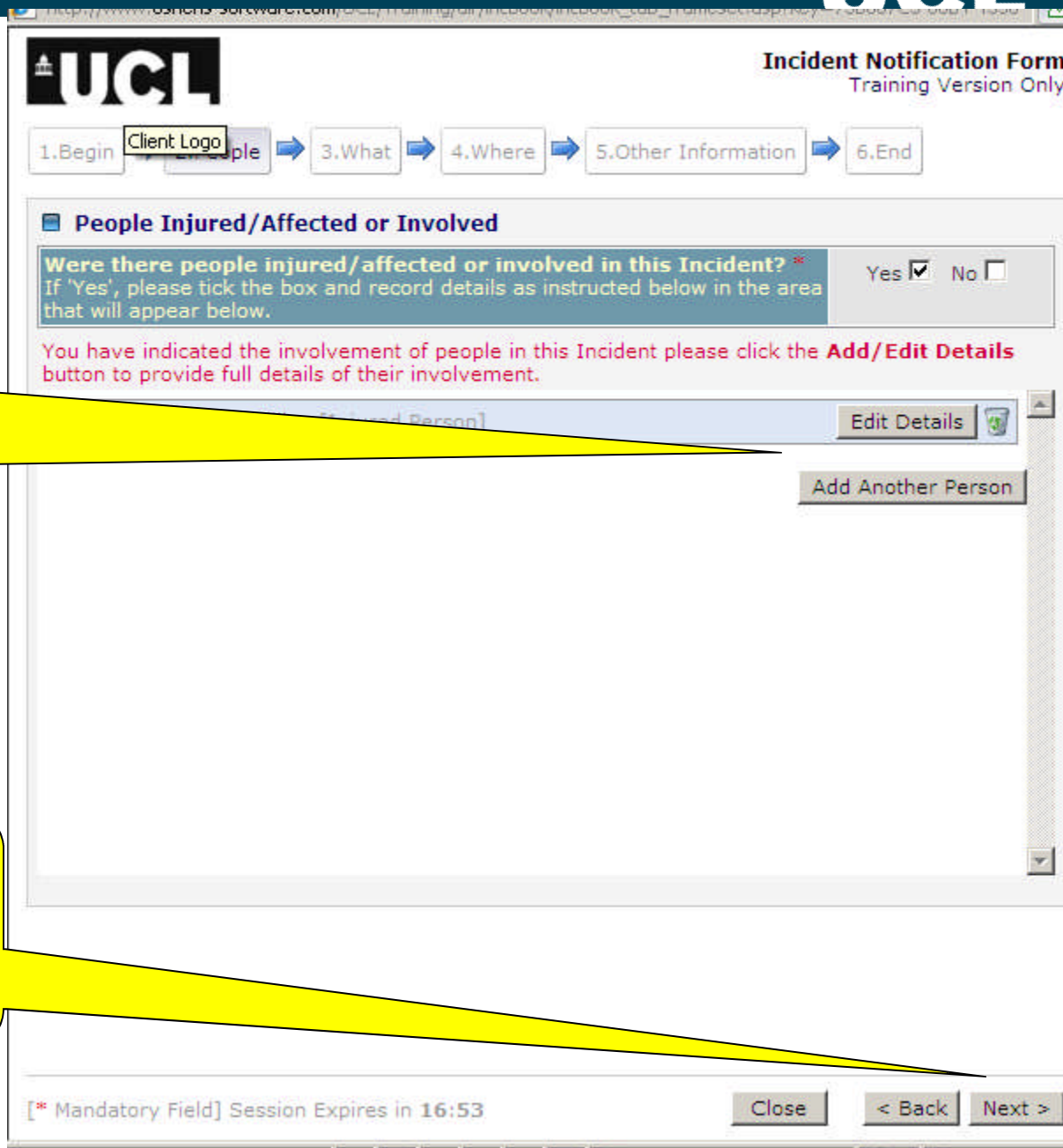
[* Mandatory Field] Close < Back Next >

Done [Green Checkmark] [Red X] Internet 100%

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.



The screenshot shows the UCL Incident Notification Form (Training Version Only) in a web browser. The form is titled "UCL Incident Notification Form Training Version Only". It features a progress bar with steps: 1.Begin, 2.Client Logo, 3.What, 4.Where, 5.Other Information, and 6.End. The current step is "2.Client Logo".

The main section is titled "People Injured/Affected or Involved". It contains a question: "Were there people injured/affected or involved in this Incident? *". Below the question is a note: "If 'Yes', please tick the box and record details as instructed below in the area that will appear below." The "Yes" checkbox is checked, and the "No" checkbox is unchecked.

Below the question, there is a message: "You have indicated the involvement of people in this Incident please click the **Add/Edit Details** button to provide full details of their involvement." There is a button labeled "Edit Details" and a button labeled "Add Another Person".

At the bottom of the form, there is a footer area with the text "[* Mandatory Field] Session Expires in 16:53" and buttons for "Close", "< Back", and "Next >".

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

safetyNET (Training Version) - Windows Internet Explorer

http://www.oshens-software.com/UCL/Training/air/incbook/incbook_tab_frameset.asp?key=73B887C3-86B4-4350-

UCL **Incident Notification Form**
Training Version Only

1.Begin → 2.People → **3.What** → 4.Where → 5.Other Information → 6.End

What Happened
Give as much detail as you can, e.g. name any substance or equipment involved, circumstances leading up to Incident, the part played by any people and what the injured person was doing at the time of the Incident.

Description* [Max chars: 2000]

[* Mandatory Field] Session Expires in 9:11

Close < Back Next >

Done Internet 100%

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

safetyNET (Training Version) - Windows Internet Explorer

http://www.oshens-software.com/UCL/Training/air/incbook/incbook_tab_frameset.asp?key=A1EC04A9-F073-4ECA

UCL Incident Notification Form
Training Version Only

1.Begin → 2.People → 3.What → **4.Where** → 5.Other Information → 6.End

Where It Happened
Please give full details of the location at which the Incident took place

Did it occur on one of our sites? * Yes ☒ No ☐

Location * Gordon Square, 49-51

Area * External

Sub Area * ALL Sub Areas

Exact Location
Please record details below about the precise location of the Incident. Include the Room No. in the field provided (if applicable), as well as a full description of the nature of the environment.

Room No (if applicable) [Max chars: 20]

Full Description * [Max chars: 1956]
Just outside of the entrance to the building

[* Mandatory Field] Session Expires in 57:19

Close < Back Next >

Done Internet 100%

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

safetyNET (Training Version) - Windows Internet Explorer

http://www.oshens-software.com/UCL/Training/air/incbook/incbook_tab_frameset.asp?key=A1EC04A9-F073-4ECA

UCL Incident Notification Form
Training Version Only

1.Begin → 2.People → 3.What → 4.Where → 5.Other Information → 6.End

Other Information

1. Actions taken at scene
Please describe the actions taken immediately following the incident, and by whom [Max chars: 749] *

2. Plant, machinery & equipment
Was any machinery or equipment involved? Yes ☐ No ☐
If YES, was it powered at the time? Yes ☐ No ☐
Please describe the machinery or equipment in question [Max chars: 749]

3. Hazardous substances/materials
Were hazardous materials or substances involved? Yes ☐ No ☐
If YES, provide details: [Max chars: 749]

[* Mandatory Field] Session Expires in 56:29

Close < Back Next >

Internet 100%

Step 6 – Submitting the report

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


safetyNET (Training Version) - Windows Internet Explorer

http://www.oshens-software.com/UCL/Training/air/incbook/incbook_tab_frameset.asp?key=A1EC04A9-F073-4ECA

UCL

Incident Notification Form
Training Version Only

1.Begin → 2.People → 3.What → 4.Where → 5.Other Information → 6.End

 **SUBMIT REPORT**

Agreement

☐ I agree that the information contained on this form is correct as far as I am aware.

I understand that UCL will use this information to meet its Health and Safety reporting and recording legal duties. The information is held by UCL and seen by relevant managers and agents. Data is extracted and used for statistical purposes without individual identification.

Submit Now



Note:
A PDF summary document will be produced.
Please print or save this document for your records. If printing or saving the PDF please be mindful of the sensitive nature of data that may be contained within it.
Submitting this report will generate an email.

[* Mandatory Field] Session Expires in 56:05

Close < Back Next >

Done

Internet 100%

Step 6 – Submitting the report


Once you have checked the agreement box you can click the submit button

safetyNET (Training Version) - Windows Internet Explorer

http://www.oshens-software.com/UCL/Training/air/incbook/incbook_tab_frameset.asp?key=A1EC04A9-F073-4ECA

UCL Incident Notification Form
Training Version Only

1.Begin → 2.People → 3.What → 4.Where → 5.Other Information → 6.End


 **SUBMIT REPORT**

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Submit Now



Note:
A PDF summary document will be produced.
Please print or save this document for your records. If printing or saving the PDF please be mindful of the sensitive nature of data that may be contained within it.
Submitting this report will generate an email.

[* Mandatory Field] Session Expires in 55:38

Close < Back Next >

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



The screenshot shows a web browser window titled "safetyNET (Training Version) - Windows Internet Explorer". The address bar displays the URL: http://www.oshens-software.com/UCL/Training/air/incbook/incbook_tab_frameset.asp?key=AA82D720-449C-4B64. The page features the UCL logo and the title "Incident Notification Form Training Version Only". A progress bar at the top indicates the steps: 1.Begin, 2.People, 3.What, 4.Where, 5.Other Information, and 6.End. The main content area displays a "SUCCESS" message with a first aid kit icon. The text reads: "Thank you for submitting this Incident report. Your system reference number is: **IN000036**". Below this, it states: "A copy of the details you have entered have been compiled into a 'PDF' document for your records. To view or save this document click on the icon below." A red PDF icon is shown. At the bottom, a status bar indicates "[* Mandatory Field] Session Expires in 49:42" with "Close", "< Back", and "Next >" buttons. The taskbar at the bottom shows several open applications: Microsoft Excel, Microsoft Word, Internet Explorer, and a folder named "S:\Safety Ser...".