

# Reporting a Safety Injury, Incident or Observation



## What and When Should Incidents or Accidents be Reported?

Any incident, injury, illness or related health and safety concern at the University of Auckland must be reported if they occur:

- On Campus
- At a UoA controlled entity e.g. offsite store
- At a "Work from home space", if the incident is work-related
- While taking part in any University-sanctioned activity or field trip (including when overseas or during maritime work)

These include:

- Injuries or illnesses
- Incidents or near-misses with the potential for harm to persons
- Health and Safety observations (safe/positive or unsafe/hazardous)
- Gradual process injuries such as occupational overuse syndrome-related diagnosis, noise-induced hearing loss or dermatitis. Note that you should record these injuries when you first notice the symptoms or suspect you have them
- Any time you have sought treatment from a medical provider for an injury that may be deemed work-related e.g. doctor, physio

## Serious Incidents or Injury

- If there has been an incident resulting in, or only narrowly avoiding serious harm, preserve the scene and notify the [Health, Safety and Wellbeing \(HSW\) team](#) immediately to determine whether a formal investigation is required.
- *For emergency assistance contact University Security (24 hours): Ph 0800 373 7550 or 966 (internal)*
- **Notifiable Events:** These are serious events where someone's health or safety is endangered or threatened. Find out more about [Notifiable events](#)

## Remember

When reporting a health and safety incident or injury please ensure you also contact:

- the person in charge of the area
- your line manager or academic leader

Quick Guide to Incident Reporting		
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## How to Report

Either:

- Open the [intranet](#) and navigate to the homepage
- On the right of the page under 'HR Tools' select '[Report HSW Incident](#)';

Or:


- Select "Report Injury or Incident" on the UoA Alert App (available via your app store)
- Select the appropriate category:
  - **Injury:** Report any injury to an employee, student, contractor or visitor during the course of work activity
  - **Incident (No Injury):** Report any unplanned event or occurrence that under slightly different circumstances could have caused harm, injury, ill-health or damage
  - **Observation:** Report observed safe (positive) or unsafe (hazardous) acts or conditions

### HR tools

- » [PeopleSoft HR](#)
- » [Career Tools](#)
- » [SmartRecruiters](#)
- » [Silk Road](#)
- » [Position descriptions](#)
- » [ASPIRE Career Centre](#)
- » [Damstra Safety](#)
- » [Report HSW incident](#)
- » [Internal Jobs](#)



## Completing the Form

- Complete the form, providing the required information requested
- Attach photos or any files which may be appropriate
- Once you have completed all of the required sections, click  to submit the document

Person Reporting * @	Please Select
Person Reporting Name *	
Person Involved * @	Please Select
Person Involved Name *	
Event happened offsite	<input type="checkbox"/>
Accountable BusinessUnit * @	-- Please Select --

Attach Photo

Drop files to upload (Or Click)

Event Files

Drop files to upload (Or Click)

## Training

- Training in how to report and manage incidents is available [online](#)

## Students

- Students should report incidents, injuries and observations to the [Student Contact Centre](#) or via their academic supervisor

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