WHS G023 Hazard Investigation and SkyTrust Close-Out Guideline

Section 1 - Overview

(1) This guideline is to be utilised by University staff who are allocated the task of conducting a hazard investigation and close out in SkyTrust (usually, a member of the WHS Team). This guideline is to be used in conjunction with WHS P007 Incident/Hazard Reporting and Investigation Protocol.

(2) When a hazard is reported using SkyTrust, a notification will be sent to the WHS Team. It is the responsibility of the WHS Team to conduct the investigation.

(3) Training modules relating to hazard reporting and investigation are available via SkyLearn within the SkyTrust application.

Section 2 - Scope

(4) This guideline applies to UNE Representatives and is only to be used for hazard investigations.

Section 3 - Guideline

Investigation Process – what to do and what information to gather

(5) The steps in the table below, are recommended to conduct an investigation. These steps are to be completed and all information then uploaded and recorded in the SkyTrust Hazard report.

What to do	What information to gather
Review the hazard report details	* Determine if further enquiries or investigation are required. * Review immediate action taken.
Speak to the person who reported the hazard	* First ask them if they are ok and offer any support, and determine whether an incident or injury occurred. * Ask them what happened – gather a chronological account of the hazard – confirm exact location, and hazard details etc. * Details of any witnesses. * Other factors that were involved. * Take into account previous or other similar incidents. * Make notes if required, and upload to 'Documents' in the hazard report.
Speak with any witnesses	* Ask them what they saw or heard. * Make notes if required, and upload to 'Documents' in the hazard report.
Visit the location of the hazard	* Make an observation of the location where the hazard is located/occurred. * Take photos. * Make notes if required and upload to 'Documents' in the hazard report. * Take or initiate any immediate controls to reduce the risk of the hazard. * Determine any longer-term controls that can be implemented.
Obtain other documents if required	* Upload under 'Documents' in the hazard report.

What to do	What information to gather
Determine any remedial or corrective actions	* After reviewing the information gathered, make any determinations on what action(s) are required. Record these in the ‘Actions’ section of the hazard report. More than one action can be created and allocated to individuals. If you implement an action that you complete yourself, you must ensure the action is completed in the system.
Comments	* During the investigation, comments can be made to provide updates if the investigation is protracted and will be open for some time.
Close the Hazard Report	* Once the hazard has been appropriately controlled and any associated actions have been completed, the HazardReport can be closed by updating ‘Modify Residual Risk Assessment’ and completing the details, changing status to ‘closed’.

Status and Details

Status	Current
Effective Date	10th June 2019
Review Date	10th June 2022
Approval Authority	Director People & Culture
Approval Date	7th June 2019
Expiry Date	To Be Advised
Unit Head	Kirsten Clayton Director People and Culture
Author	Darren Stevenson
Enquiries Contact	People and Culture +61 2 6773 3705

Glossary Terms and Definitions

"UNE Representative" - Means a University employee (casual, fixed term and permanent), contractor, agent, appointee, UNE Council member, adjunct, visiting academic and any other person engaged by the University to undertake some activity for or on behalf of the University. It includes corporations and other bodies falling into one or more of these categories.

"Hazard" - Anything with the potential to cause harm, injury or illness to a person.