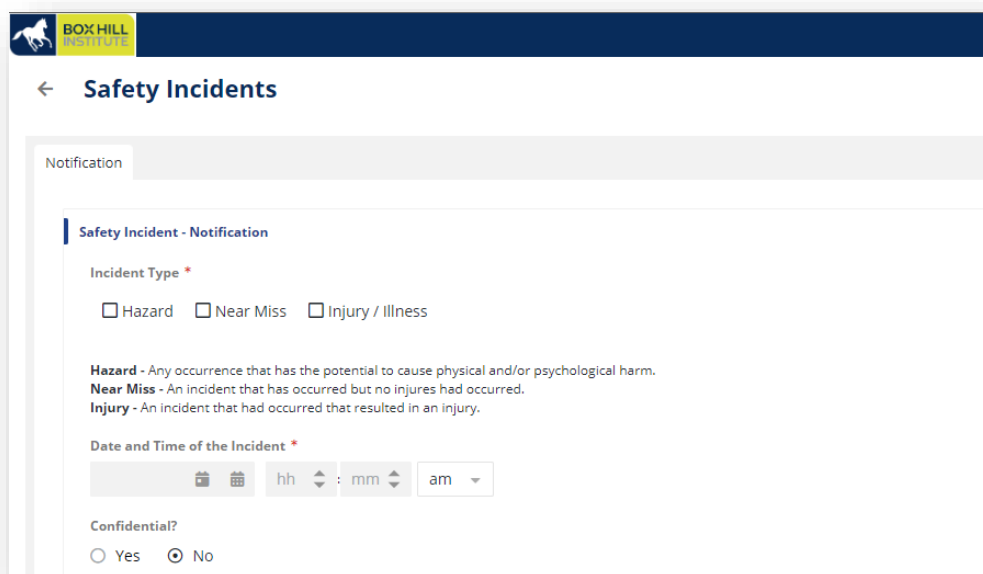## Raising a Safety Incident in the HSW Reporting System

A safe place to study and work doesn't happen by accident. Be alert and report any safety incidents. By safety incident, we mean any of the following:

- **Hazard -** Any occurrence that has the potential to cause physical and/or psychological harm (including bullying and sexual harassment).
- **Near Miss** - An incident that has occurred but no injures had occurred.
- **Injury** - An incident that had occurred that resulted in an injury.

Whether you are a BHI employee, a BHI student, a contractor, or a visitor, you can raise safety incidents in the Health Safety and Wellbeing (HSW) Reporting system in a few steps:

1. Click on this link to create a new safety incident

2. Select the **Incident type** *(you can select multiple types if appropriate)*
3. Select the **Reporter type**
4. Fill in all the mandatory fields indicated with a ***** in the form
5. Once you have completed the form, click on **Save** at the bottom right of the screen.
6. To exit click on **X** at the top right corner of the screen

You, and the relevant manager(s) will receive an email notification confirming the safety incident was raised.

Note: We understand that some incidents are sensitive, so if your incident involves child safety, bullying, sexual harassment or assault, discrimination or any other matter which is sensitive, select the "Yes" for the "Confidential?" question. The incident report will go straight to the appropriate manager in the HSW team.

If you are experiencing any issues with the HSW Incident Reporting system, please email: HSWIncidentReportingSupport@boxhill.edu.au

For more information about Safety Incident Reporting, please refer to HSW Reporting and Investigation Procedure BHIG-HSW-PRO-007 or email HSW@boxhill.edu.au.