

Raising a Safety Incident with a Mobile Device

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:

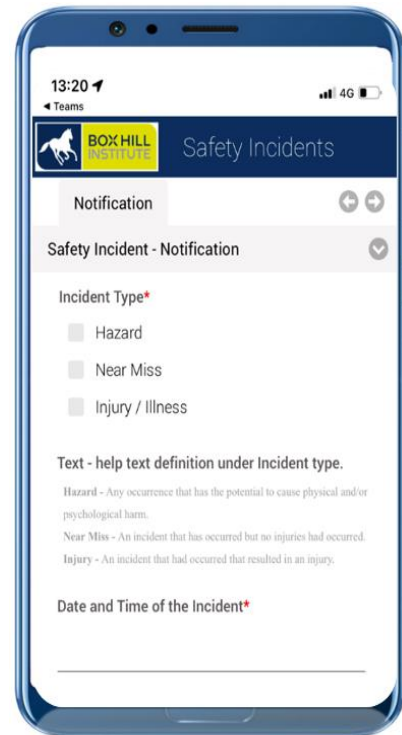
- **Hazard** - Any occurrence that has the potential to cause physical and/or psychological harm (including bullying and sexual harassment).
- **Near Miss** - An incident that has occurred but no injuries had occurred.
- **Injury** - An incident that had occurred that resulted in an injury.

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](#) from your mobile device using the QR code below.

1. Scan the QR Code to report a safety incident.

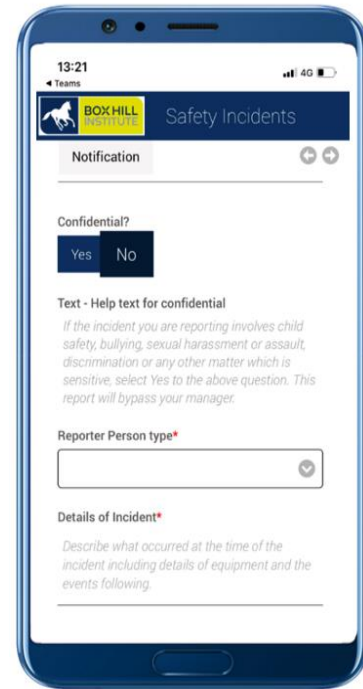


2. Select the **Incident type** (you can select multiple types if appropriate)
3. Enter the date and time of the incident.

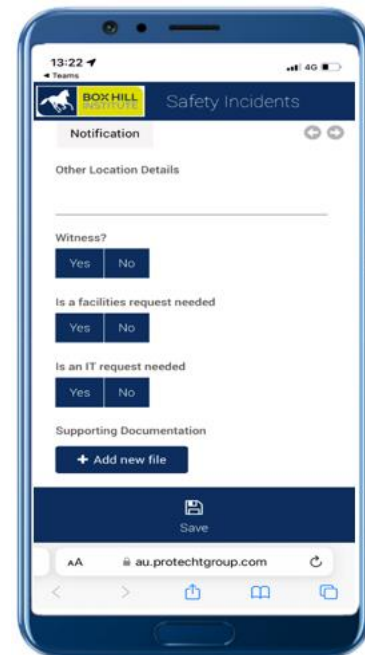


Note: We understand that some incidents are sensitive, so if your incident involves child safety, bullying, sexual harassment or assault, discrimination or any other matter which is sensitive, select the “Yes” for the “Confidential?” question. The incident report will go straight to the appropriate manager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

4. Select if the incident is confidential.
5. Fill in all the mandatory fields indicated with a * in the form.



6. Attach any supporting documentation. (Up to 10 MB)
7. Once the form is completed, select **Save** and close the browser. A confirmation email will be sent to you.



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

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