

## 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:

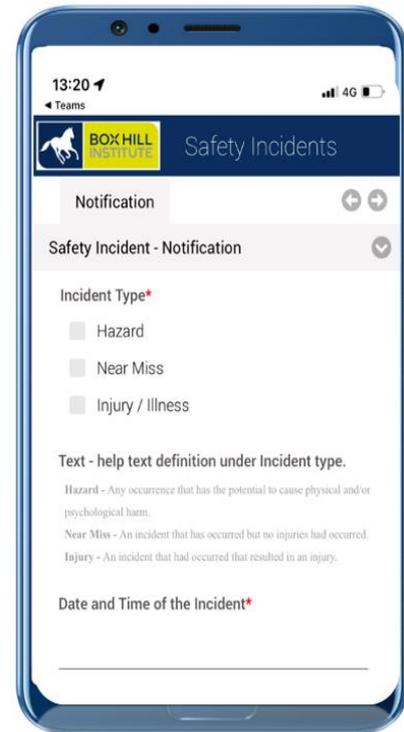
- **Hazard** - Any occurrence that has the potential to cause physical and/or psychological harm (including bullying and sexual harassment).
- **Near Miss** - An incident that has occurred but no injuries had occurred.
- **Injury** - An incident that had occurred that resulted in an injury.

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.

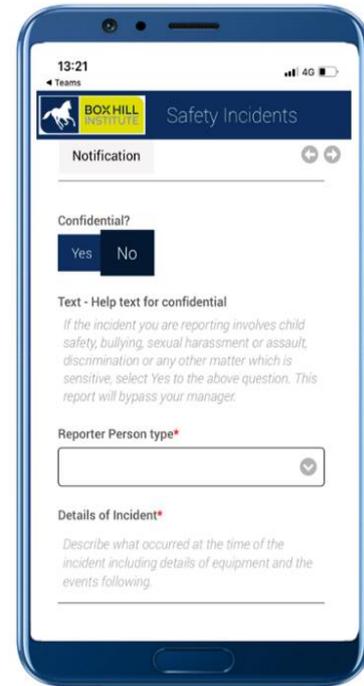


2. Select the **Incident type** (you can select multiple types if appropriate)
3. Enter the date and time of the incident.



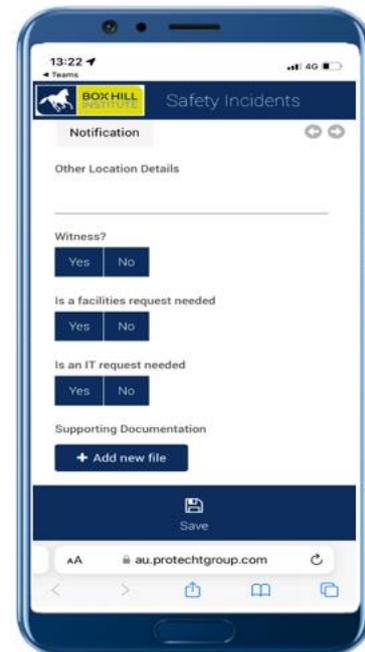
**Note:** We understand that some incidents are sensitive, so if your incident involves child safety, bullying, sexual harassment or assault, discrimination or any other matter which is sensitive, select the “Yes” for the “Confidential?” question. The incident report will go straight to the appropriate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



The screenshot shows a mobile application interface for reporting safety incidents. The title bar reads 'Safety Incidents'. Below the title bar, there is a 'Notification' section with two plus icons. The 'Confidential?' section has two buttons: 'Yes' (selected) and 'No'. Below this is a text area with the following text: 'Text - Help text for confidential: If the incident you are reporting involves child safety, bullying, sexual harassment or assault, discrimination or any other matter which is sensitive, select Yes to the above question. This report will bypass your manager.' Below the text area is a dropdown menu for 'Reporter Person type\*'. At the bottom of the form is a text area for 'Details of Incident\*' with the instruction: 'Describe what occurred at the time of the incident including details of equipment and the events following.'

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.



The screenshot shows the same mobile application interface, but further down the form. It shows the 'Other Location Details' section, followed by three 'Witness?' sections, each with 'Yes' and 'No' buttons. Below these are two sections: 'Is a facilities request needed' and 'Is an IT request needed', each with 'Yes' and 'No' buttons. At the bottom of the form is a section for 'Supporting Documentation' with a button that says '+ Add new file'. Below the form is a dark blue bar with a 'Save' button. The browser address bar at the bottom shows 'au.protechtgroup.com'.

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](mailto: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](mailto:HSW@boxhill.edu.au).