



From Registers/ Injury & Health Management/Incident Reporting click **+ADD NEW**.

A. Fields to complete for an Injury:

1. Incident No will auto populate.
 2. Date Report Logged will auto populate.
 3. Select the Date & Time of the incident.
 4. Tick if it is a lost time injury – optional.
 5. Complete Date & Time Returned to Work.
 6. Complete No Lost Days.
 7. Select who was injured – section B.
 8. Select Reported By.
 9. Select from Staff List – section B for other options.
 10. Select Injury for the Incident Result.
 11. Select the Part/s of Body Injured – multi choice.
 12. Mark injuries on picture.
 13. Complete the Location – section C.
 14. Type a detail description of what happened.
- Complete the remaining sections as required below.**

The screenshot shows the 'Incident Reporting' form with the following fields and annotations:

- 1**: Incident No (67)
- 2**: Date Report Logged (19/02/2023)
- 3**: Date & Time Occurred (17/02/2023 08:24)
- 4**: Tick box for 'This is a lost time injury' (checked)
- 5**: Date & Time - Returned To Work (27/02/2023 12:0...)
- 6**: NoLostDays (5)
- 7**: Type (Employee)
- 8**: ReportBy (Lea AStarwars)
- 9**: Person Injured (Kermit Frog)
- 10**: Incident Result (Injury)
- 11**: Part/s of Body Injured (CHEST x, ARM x)
- 12**: Body diagrams with red dots indicating injury locations.
- 13**: Location (Local)
- 14**: Meeting Room 2
- 15**: What Happened (broken foot)

15. Click to upload any documents required e.g. doctors reports, receipts or photos of the incident.
16. Use the [action buttons](#) as per usual.

The screenshot shows the 'Documents' section with the following elements:

- 15**: '+ADD FILE' button
- 16**: Action buttons (upload, refresh, delete) for the document 'Incident Reporting'.

B. Person Injured

- Employee as per above.
- Sub-Contractor – select from list of staff entered as sub-contractors in your database.
- Public:
- Click **+** will open Add New Item field.
- Complete all the details.
- Click **SAVE**.
- Click to view the details entered


The screenshot shows the 'Add New Item' form with the following fields and annotations:

- e**: First Name (Bugs), Last Name (Bunny)
- Mobile (04986325), Phone
- Address (56 Forrest Lane)
- Region (VIC), Post Code (3045)
- f**: SAVE button

The screenshot shows the 'ReportBy' dropdown menu with the following elements:

- b**: Red arrow pointing to 'Blake Harold' (Sub-Contractor)
- c**: Red arrow pointing to 'Bugs Bunny' (Public)
- d**: '+' icon
- g**: 'eye' icon

C. Location of Incident

1. Select Location Type: Customer Site.
2. Select Customer from list or click **+** to add a new one.
3. Select Worksite from list or click **+** to add a new one.
4. If required select the Job No from list or click **+** to add a new one. This field is optional.
5. Select Location Type: Other
6. Type in an address.
7. In the mobile app user can click  to use the mobile devices GPS location.

LocationType
 Local **1** Customer Site Other

Customer
2 Purple People Eater Ltd

Work site
3 Monster Garage

Job No
4 9986new

Project/Description

LocationType
 Local Customer Site **5** Other

Address
6 166 Stredwick Drive

Town

Region

Post Code

GPSCoordinates
7 -36.6979947, 174.7441046

D. First Aid & Medical Treatment - if provided

First Aid provided by
1 Staff Other

First Aid provided by
2 Staff Other

First Name Last Name Contact Number
3

When first aid is given on the scene:

8. Staff is selected by default – select from the staff list.
9. If aid is provided by someone else, select Other.
10. Complete the fields as required.

11. Select the kit that First Aid Items were used from.
12. For each item used type in the Quantity.

First Aid Items Kit
 4

Title	Quantity Used
Adhesive Stripes Hypo-Allergenic 50PK (1 per kit)	1 5
Antiseptic Spray Rapaid 50ML (1 per kit)	1

6 Medical Treatment Required

Treating Doctor Treating Medical Facility
7

Treatment Provided

Medical Treatment – if required:

13. Tick the box if treatment was administered.
14. Complete the fields for Doctor, Facility and treatment provided.

E. Work Cover Claim & Investigation Report

1. If this is a work cover claim tick the box this will allow you to create an entry in [Registers/Injury & Health Management/Work Safe/Safe Work Claims Register](#)
2. If an Investigation Report is required tick the box, this will create an entry in [Registers/Injury & Health Management/Investigation Register](#)

Medical Treatment Required

1 This is a work cover claim

2 Is an Investigation Report required?

F. Other Incidents

1. For other incidents e.g. Environmental only the following need to be completed:
2. Location.
3. Description of What Happened.

Step 7, 11 & 12 in section A above are **NOT** required and can be left blank.
Tick the box in section E#2 above if an Investigation Report is required.

1	Incident Result Environmental Incident	Part/s of Body Injured Select PartBody	
2	Location incident occurred 32 Main St, Melbourne	State VIC	Post Code 3248
3	What Happened Rubbish blown across site		

Incidents can also be added from the Mobile App in [Report Issues Suggestions &.../Report Incident](#)

NOTES:

- Body Parts can be added to the list in [Administration/Injury & Health Management/Body Parts](#)

