How to complete an Occupational Injury Illness or Incident Report Form through myHRonline

Step 1 – Create an Incident Report

Step 2 – Create an Injury Report

Step 3 – Add witness details

For all issues, call ICT Help Desk on ext. 16000.

To create an Incident Report:

1. Log on to **myHRonline**

2. Open the menu folder **Report Incident or Injury**

Irrespective of whether there has been an Injury as a result of the Incident, the Incident details must be entered first.

3. Click on **Step 1 – Create Incident Report**

This will take you to the **New Incident** screen

4. Choose the **Type of Incident** by clicking on the **Drop Down List** icon.

This will bring up a list. Scroll down and highlight the appropriate **Type of Incident** and click **OK**, which will fill in the field and description.

5. Enter the **Incident Date** in format dd-mmm-yyyy; OR choose the **Incident Date** by clicking on the **Calendar** icon.

This will bring up a calendar screen. Choose the appropriate date and click **OK**. This will fill in the field.

6. Enter the **Incident Time** in the format hhmm (ie 1105)

7. Enter the **Incident Description – (how incident occurred, any injuries or previous related injuries)**. This is a free text field so please include as much detail as possible about the incident.

8. Choose the **Building (Location of Incident)** by clicking on the **Drop Down List** icon.

9. Enter the **Specific Location Details**, whether on campus or at an external location. This is a free text field so you can add specific details about the location eg stairwell between levels 2 & 3.

10. If the person to whom the Incident was reported is an employee, choose the **Reported To** employee by clicking on the **Drop Down List** icon. This will open a list of all employees (you may have to wait a few seconds for the list to appear). Enter the **Employee ID,** if known, and click **Find** . This will return the appropriate **Employee**. Double click the returned **Employee ID** and this fills in the details. Alternatively, if you type in the **Surname**, followed by % and then click **Find**, a summary list of all people with this surname will appear. (Note that you cannot search by first name at this stage).

11. Choose the **Reported By** employee (if reported by an employee) by clicking on the **Drop Down List** icon. This will open a list of all employees (you may have to wait a few seconds for the list to appear). Enter the **Employee ID** if known and click **Find** . This will return the appropriate **Employee**. Double click the returned **Employee ID** and this fills in the details. Alternatively, if you type in the **Surname**, followed by % and then click **Find**, a summary list of all people with this surname will appear. (Note that you cannot search by first name at this stage).

12. If the **Reported By** person is a non-employee, specify their name and phone number in the free text field called **Non Employee – Specify name and phone**.

13. Enter the **Reported Date** in format dd-mmm-yyyy; OR choose the **Reported Date** by clicking on the **Calendar** icon. This will bring up a calendar screen. Choose the appropriate date and click **OK**. This will fill in the field.

14. Enter the **Reported Time** in the format hhmm (ie 1105)

15. Specify **Main Action to prevent recurrence** by clicking on the **Drop Down List** icon .

16. Enter **Details of actions to prevent recurrence** in the provided free text field.

17. Select the **Type of Work Area** by clicking on the **Drop Down List** icon

18. Select the **Frequency of Activity** by clicking on the drop down list.

19. If you are reporting the incident on behalf of another person, and if the date you were advised of the incident is different to when you are entering it, specify this in **Date you were advised of Incident** in format dd-mmm-yyyy.

20. Click **SUBMIT – and go to Menu Step 2 if there is an Injury** icon

This will generate a screen showing a grid of the details entered. Click on Print icon to bring up the standard Print dialog box. Print if required.

To create an Injury Record:

1. Click **Step 2 – Create Injury Report**

This will take you to the **Incident Selection** screen

2. Click on **Find all my Incidents** icon

This will generate a list of Incidents. You will only ever be able to view your own incidents

3. Click on underlined **Incident Number** (i.e. T0000103). This is the only field that should be selected at this stage. **Do not click** on the "Add/Delete" option under the heading of Supporting Documents as this functionality is not available at this stage.

This will take you to the **Incident Injuries** screen, with the details of the Incident showing in a grid.

4. Select **Step 2 – Create Injury Report**

5. This will expand the screen and show a new grid of information to be filled out.

6. Choose the **Status of Injured Person** by clicking on the **Drop Down List** icon. This will bring up a list. Scroll down and highlight the appropriate **value** and click **OK**, which will fill in the field and description.

7. If the person who sustained an Injury **is an employee**, find their **Employee No.** by clicking on the **Drop Down List** icon. This will bring up a dialog box that says “Please enter a Search Criterion for the Employee”. You can then:

EITHER:

a. Enter the **Employee ID** if known. This will return the appropriate **Employee.** Click the returned **Employee ID** and this will fill in the details of **First Name**, **Surname**, **Date of Birth, Street Address** (will not show), **Suburb** (will not show), **Postcode** (will not show), and **Phone** (will not show).

OR

b. Perform a wildcard (%) search on the Surname and click **OK**. This will generate a list of possible **Employees**. Click the appropriate **Employee ID** and this will fill in the details of **First Name**, **Surname**, **Date of Birth, Street Address** (will not show), **Suburb** (will not show), **Postcode** (will not show), and **Phone** (will not show).

8. If the person who sustained an Injury is **not an employee**, enter the person details in the **First Name**, **Surname**, **Date of Birth**, **Street Address**, **Suburb**, **Postcode** and **Phone** fields.

9. Choose **Injury Occurred during** by clicking on the **Drop Down List** icon

10. Choose **Nature of Injury** by clicking on the **Drop Down List** icon

11. Choose the injured **Body Location** by clicking on the **Drop Down List** icon. This will bring up a list. You can then:

EITHER:

a. Scroll down and highlight the appropriate **Body Location** and click **OK**, which will fill in the field and description;

OR

b. Enter a wildcard (%) search in the % field ie %Neck% and click **Find**. This will return a list of possible matches. Scroll down and click the appropriate **Body Location** and this will fill in the details.

12. Choose **How Injury Occurred** by clicking on the **Drop Down List** icon

13. Choose **Current Work status** by clicking on the **Drop Down List** icon.

14. Ignore the field “**Office Use Only**”

15. Click on the **Drop Down List** to choose who the **Initial treatment provided by.**

16. Choose the **Worker’s Compensation Claim** type by clicking on the **Drop Down List** icon. This will bring up a list of Yes or No. Select the appropriate option depending upon whether or not a workers compensation claim will be lodged for the injury.

17. Enter the **Name and details of initial treatment provider (eg Doctor/First Aid Officer)** if known. The **Doctor’s Details** should include **Name**, **Address** and **Phone Number**.

18. Click **SUBMIT – and go to Menu Step 3 if there is a Witness** icon.

19. This will generate a screen showing a grid of the details entered. Click on Print icon to bring up the standard Print dialog box. Print if required.

Create Witness Details Instructions:

1. Click **Step 3 – Create witness details**

2. This will take you to the **Incident Selection** screen

3. Click on **Find all my Incidents** icon

This will generate a list of Incidents. You will only ever be able to view your own incidents

4. Click on underlined **Incident Number** (i.e. T0000103)

This will take you to the **Incident Witnesses** screen, with the details of the Incident showing in a grid.

5. Click on **Step 3 - Create Witness Details**

This will expand the screen and show a new grid of information to be filled out.

7. Choose the **Type of Witness** by clicking on the **Drop Down List** icon. This will bring up a list.

8. Scroll down and highlight the appropriate **Type of Witness** and click **OK**, which will fill in the field and description.

9. If the person who witnessed the Incident/Injury **is an employee**, choose the **Employee No.** by clicking on the **Drop Down List** icon.

This will bring up a dialog box that says "Please enter a Search Criterion for the Employee".

EITHER:

a. Enter the **Employee ID** if known. This will return the appropriate **Employee.** Double click the returned **Employee ID** and this will fill in the details of **First Name**, **Surname**, **Date of Birth, Street Address** (will not show), **Suburb** (will not show), **Postcode** (will not show), and **Phone** (will not show).

OR

b. Perform a wildcard (%) search on the Surname and click **OK**. This will generate a list of possible **Employees**. Double click the appropriate **Employee ID** and this will fill in the details of **First Name**, **Surname**, **Date of Birth,** and **Address** (will not show).

10. If the person who witnessed the Incident/Injury **is not an employee**, enter the person details in the **First Name**, **Surname**, **Date of Birth**, **Address**, **Mobile Phone** and **Email Address** fields.

11. Enter the employee's **Mobile Phone and Email Address** details if known.

12. Click **SUBMIT** icon

This will generate a screen showing a grid of the details entered. Click on **Print** icon to bring up the standard Print dialog box. Print if required.