

Reporting a Safety Injury, Incident or Observation

What and When Should Incidents or Accidents be Reported?

Any incident, injury, illness or related health and safety concern at the University of Auckland must be reported if they occur:

- On Campus
- At a UoA controlled entity e.g. offsite store
- At a "Work from home space", if the incident is work-related
- While taking part in any University-sanctioned activity or field trip (including when overseas or during maritime work)

These include:

- Injuries or illnesses
- Incidents or near-misses with the potential for harm to persons
- Health and Safety observations (safe/positive or unsafe/hazardous)
- Gradual process injuries such as occupational overuse syndrome-related diagnosis, noise-induced hearing loss or dermatitis. Note that you should record these injuries when you first notice the symptoms or suspect you have them
- Any time you have sought treatment from a medical provider for an injury that may be deemed work-related e.g. doctor, physio

Serious Incidents or Injury

- If there has been an incident resulting in, or only narrowly avoiding serious harm, preserve the scene and notify the [Health, Safety and Wellbeing \(HSW\) team](#) immediately to determine whether a formal investigation is required.
- *For emergency assistance contact University Security (24 hours): Ph 0800 373 7550 or 966 (internal)*
- **Notifiable Events:** These are serious events where someone's health or safety is endangered or threatened. Find out more about [Notifiable events](#)

Remember

When reporting a health and safety incident or injury please ensure you also contact:

- the person in charge of the area
- your line manager or academic leader

Quick Guide to Incident Reporting		
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How to Report

Either:

- Open the [intranet](#) and navigate to the homepage
- On the right of the page under 'HR Tools' select '[Report HSW Incident](#)';

Or:


- Select "Report Injury or Incident" on the UoA Alert App (available via your app store)
- Select the appropriate category:
 - **Injury:** Report any injury to an employee, student, contractor or visitor during the course of work activity
 - **Incident** (No Injury): Report any unplanned event or occurrence that under slightly different circumstances could have caused harm, injury, ill-health or damage
 - **Observation:** Report observed safe (positive) or unsafe (hazardous) acts or conditions

HR tools

- » [PeopleSoft HR](#)
- » [Career Tools](#)
- » [SmartRecruiters](#)
- » [Silk Road](#)
- » [Position descriptions](#)
- » [ASPIRE Career Centre](#)
- » [Damstra Safety](#)
- » [Report HSW incident](#)
- » [Internal Jobs](#)



Completing the Form


- Complete the form, providing the required information requested
- Attach photos or any files which may be appropriate
- Once you have completed all of the required sections, click  to submit the document

Person Reporting * @	Please Select
Person Reporting Name *	
Person Involved * @	Please Select
Person Involved Name *	
Event happened offsite	<input type="checkbox"/>
Accountable BusinessUnit * @	-- Please Select --

Attach Photo

 Drop files to upload (Or Click)

Event Files

 Drop files to upload (Or Click)

Training

- Training in how to report and manage incidents is available [online](#)

Students

- Students should report incidents, injuries and observations to the [Student Contact Centre](#) or via their academic supervisor

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