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
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

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 **Save** to submit the document

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