



**MANUKAU
INSTITUTE OF
TECHNOLOGY**
To Whare Takiura o Manukau

PUBLIC QUICK REFERENCE GUIDE

Reporting an Injury, Incident and Hazard

At the Manukau Institute of Technology (MIT) we place a high emphasis on keeping all our staff, students and public safe whilst on our premises. To ensure we are successful with this aim, we have made it easy for staff to report any injury, near miss, incident or hazard that is observed.

Our online health and safety reporting portal can be accessed by everyone on the Manukau Institute of Technology website. The link can be seen at the bottom of the picture below.

The screenshot shows the Manukau Institute of Technology website. At the top, there is a navigation bar with the MIT logo and links for 'About us', 'Study options', 'Our campuses', 'Current students', 'International students', and 'Contact'. Below the navigation bar is a hero section with two images: a welder on the left and a chef on the right. The welder image has a red button that says 'Help me decide', and the chef image has a red button that says 'I'm ready to apply'. Below the hero section is a red banner that says 'Find out more at our Information Sessions' with a 'Click here' button. Below the banner are three columns: 'Programme finder' with a dropdown menu and a 'SUBMIT' button; 'Get a brochure' with a text input field, a 'Select a course' dropdown, and a 'DOWNLOAD' button; and 'Latest news' with a photo of graduates and the text 'Congratulations to our 1,052 graduates' and a 'See all news' link. At the bottom, there is a footer with four columns: 'Choose Manukau' with links like 'Apply and Enrol', 'Fees and Study Costs', 'Our Facilities', 'Study Areas', 'Why choose Manukau', and 'Working and Studying in NZ'; 'Information' with links like 'Business and Industry', 'Public Facilities', 'Secondary Schools', and 'The Media'; 'More' with links like 'Health and Safety', 'University of Auckland', 'Staff Intranet', 'Maritime School', 'Jobs at Manukau', and 'Dine Restaurant'; and 'Contact us' with contact details for 'General Enquiry' (0800 62 62 62, info@manukau.ac.nz) and 'International Enquiry' (+64 9 9688762, international@manukau.ac.nz).

Select the 'Reporting form for the general public' option at the bottom of the screen.

INSTITUTE OF TECHNOLOGY

About us Study options Our campuses Current students International students Contact

SEE WHERE STUDY CAN TAKE YOU THIS YEAR

Home > Contact > Health and Safety Portal

Contact

Health and Safety Portal

At MIT we hold strongly to our values of Manaakitanga (genuine caring for others), being Connected with the people associated with our Manukau community, holding on to a vision of Excellence, and being Real (acknowledging the practical realities of the world).

With this in mind, we do our best to maintain an excellent learning and work environment that's safe and welcoming for students and staff.

To assist us in this, please use this page to report any health and safety concerns or hazards you've noticed on our campuses, or to report any injury you or someone else has received on site.

Please choose the option below that best fits your association with MIT, and complete the form to raise your issue.

We will be immediately notified once you submit your details.

- [Reporting form for Staff](#)
- [Reporting form for Students](#)
- [Reporting form for the general public](#)

Programme finder

Select an area of study

or

GO

Grab a brochure

Tell us your name, email, and preferred course brochure to download

Name

Email address

Select a course

Download

Once logged in you are presented with a number of options based on what you wish to report.



Community Portal

All members of the community to report anything involving an incident, injury or potential hazard.

| | |
|---|---|
| <input type="button" value="Report Injury"/> | Have you seen or been involved in an incident that has caused injury to a person. |
| <input type="button" value="Report Incident"/> | Have you seen or been involved in an incident which could have caused harm to a person, or caused damage to property / environment. |
| <input type="button" value="Report Near Miss"/> | Have you seen or been involved in an event that had the potential to cause an injury or an incident. |
| <input type="button" value="Report Hazard"/> | Have you observed something that has the potential to cause harm to a person / property / environment. |

The option selected then opens the relevant fields for members of the public to complete.

All options start with requesting: 'Who' is reporting, 'Who' was involved, 'Where' is the area of concern, 'When' the incident happened or hazard observed, 'What' happened and 'What' actions have already been taken.

Drop down menus are provided to assist and 'text' fields for adding further information. For the persons reporting and involved, you need to select 'Other' after which a field will appear for you to write the names of the people involved.

Report Injury

Instructions: Please complete **all fields** with as much relevant detail as possible. Once completed, 'Submit' the form and the following events will occur:

- You will be given a reference number, save or write this number down for future reference
- An email will be sent to your supervisor advising a form has been submitted

Person Reporting

Person Reporting Name

Person Involved

Person Involved Name

Incident happened offsite

Accountable Department

Accountable Site

Location Of Incident

Incident Date

Incident Time

Person Started Work At

Subject

Attach Photo:

Add Photo 1

Add Photo 2

Add Photo 3

What Happened

Location

Students identifying something that has happened or been seen on the General Campus need to select 'Members of the Community' as the 'Accountable Department'. This will make the initial investigation process easier and the record will eventually be assigned to the correct area if different.

Injury Reporting

If an injury is being reported, a section including a human figurine and additional text fields are added to note the type and level of injury/ies received. To do this, select the button on the picture next to the main identified area. A list of associated body areas and injury types will appear. Select the type of injury you wish to report, click the 'Add to Injury List' button. This action can be repeated for as many injuries as you need to report.

Injury Details

Use the buttons on the picture then use the lists below to create an injury list for the person involved

Head and Neck Respiratory

Right Arm Left Arm

Torso

Right Wrist/Hand Left Wrist/Hand

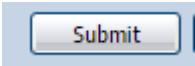
Right Leg Left leg

Right Foot Left Foot

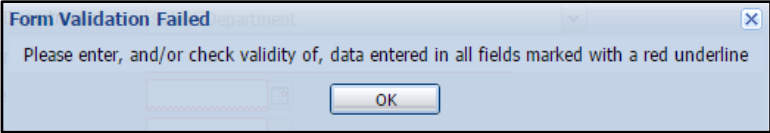
| Body Area | Injury |
|--------------------------|--------------|
| <input type="checkbox"/> | Blocked |
| <input type="checkbox"/> | Burn |
| <input type="checkbox"/> | Hearing loss |
| <input type="checkbox"/> | Severed |
| <input type="checkbox"/> | Abrasion |
| <input type="checkbox"/> | Burn |
| <input type="checkbox"/> | Foreign body |
| <input type="checkbox"/> | Cut |
| <input type="checkbox"/> | Ripped out |
| <input type="checkbox"/> | Broken |

| Primary | Body Location | Body Side | Body Area | Injury |
|---------|---------------|-----------|-----------|--------|
| | | | | |

Once all the necessary information is recorded, click 'Submit'.



If any necessary information is not recorded, users are reminded to enter this before resubmitting. The record will not submit any information until all the required information is entered.



The report is then sent to the assigned people responsible for the area identified.



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