

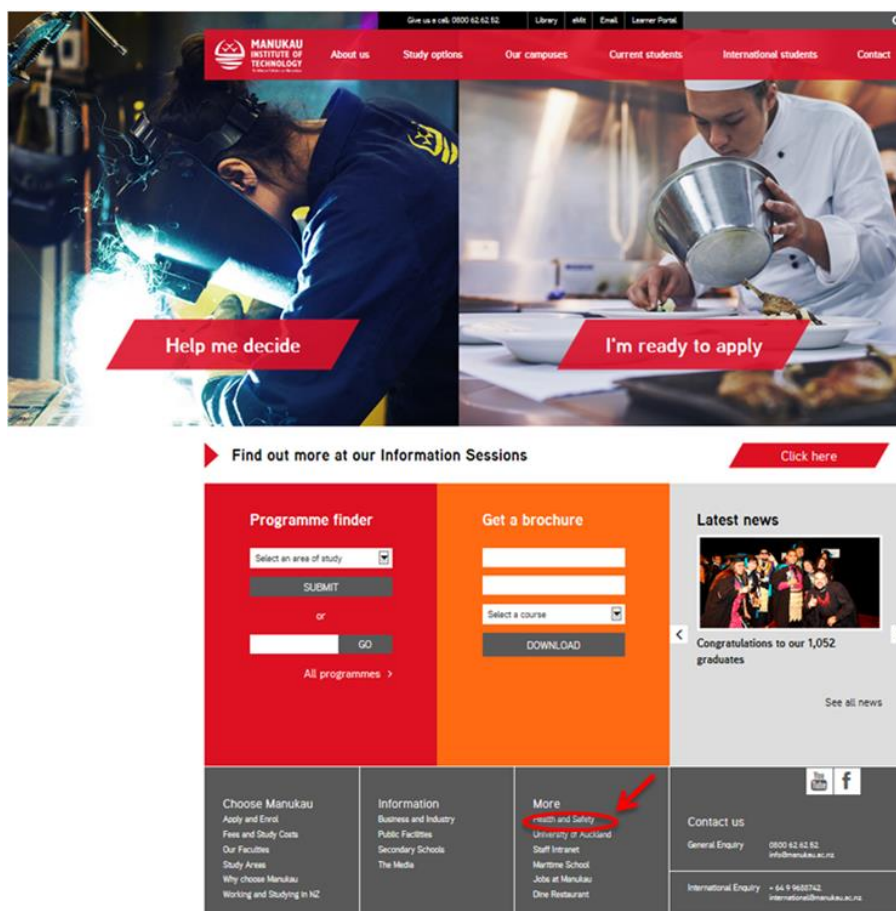


STAFF QUICK REFERENCE GUIDE

Reporting an Injury, Incident or 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. In the coming months staff will also be able to access the portal from MITNet, our internal intranet system.



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

The screenshot shows the MIT website's 'Health and Safety Portal'. At the top, a red navigation bar contains the MIT logo and links for 'About us', 'Study options', 'Our campuses', 'Current students', 'International students', and 'Contact'. Below this is a large banner image of a building with the text 'SEE WHERE STUDY CAN TAKE YOU THIS YEAR'. A breadcrumb trail reads 'Home > Contact > Health and Safety Portal'. The main content area is titled 'Health and Safety Portal' and contains the following text:

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](#)

On the right side of the page, there are two utility boxes. The 'Programme finder' box has a dropdown menu for 'Select an area of study', an 'or' separator, a search input field, and a 'GO' button. The 'Grab a brochure' box prompts the user to provide their name, email address, and select a course, with a 'Download' button at the bottom.

Login using your standard MIT staff computer login username and password

The login form is displayed on a dark grey background. It features the 'Manukau Institute of Technology' logo at the top. Below the logo are two input fields: 'Username' and 'Password'. A blue 'Login' button is positioned below the password field.

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



MIT H&S Reporting Portal

For all issues around Injury, Incident, Hazards and Corrective action sign off

Report Injury	Have you seen or been involved in an incident that has caused injury to a person.
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.
Report Near Miss	Have you seen or been involved in an event that had the potential to cause an injury or an incident.
Report Hazard	Have you observed something that has the potential to cause harm to a person / property / environment.
Corrective Action	Update a corrective action that you have been assigned.
Logon to VAULT	Directly access the Vault if you have a full VAULT username and password.

Note that Students and the public do not have access to “Corrective Action” or ‘Logon to Vault’.

Users should select the relevant option which opens those fields for staff 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 users, as are ‘text’ fields for adding further information. For the person reporting and involved, if you select employee or student, a ‘Find’ option appears listing current staff or students at MIT to select from.

The screenshot shows a web form titled "Report Injury". At the top, there are 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." The form contains several fields: "Person Reporting" (a dropdown menu), "Person Reporting Name" (a text field), "Person Involved" (a dropdown menu with "Select Person Involved" text), "Person Involved Name" (a text field), "Incident happened offsite" (a checkbox), "Accountable Department" (a dropdown menu), "Accountable Site" (a dropdown menu with "Select Site" text), "Location Of Incident" (a text field), "Incident Date" (a date picker), "Incident Time" (a dropdown menu), "Person Started Work At" (a dropdown menu), "Subject" (a text field), "Attach Photo:" (three "Add Photo" buttons), and "What Happened" (a large text area). At the bottom right, there are "Submit" and "Close" buttons.

Location

Staff identifying something that has happened or been seen on the General Campus, rather than their own building, school or service centre, should identify their own school, building or service centre 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.

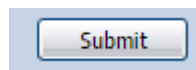
Injury Details

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

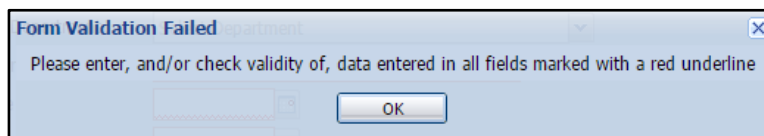
Body Area	Injury
<input type="checkbox"/> Ear	Blocked
<input type="checkbox"/> Ear	Burn
<input type="checkbox"/> Ear	Hearing loss
<input type="checkbox"/> Ear	Severed
<input type="checkbox"/> Eye	Abrasion
<input type="checkbox"/> Eye	Burn
<input type="checkbox"/> Eye	Foreign body
<input type="checkbox"/> Eyebrow	Cut
<input type="checkbox"/> Hair	Ripped out
<input type="checkbox"/> Neck	Broken

Primary	Body Location	Body Side	Body Area	Injury
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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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