

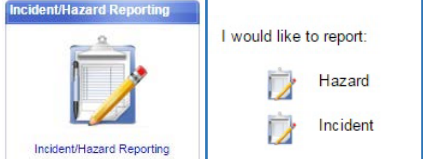
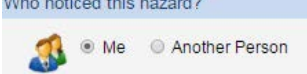
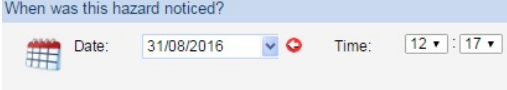
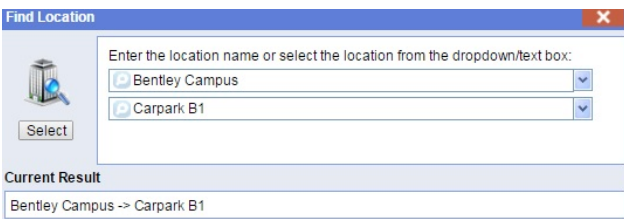

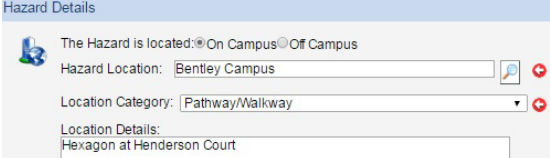
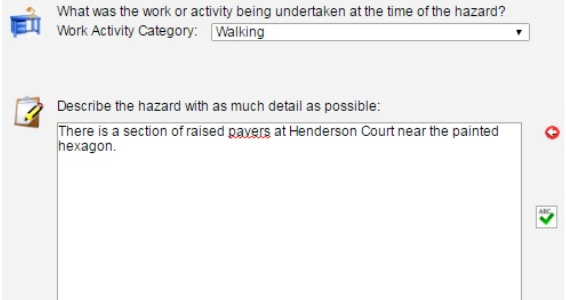
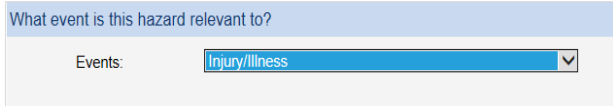








# C.H.A.R.M REPORTING A HAZARD QUICK GUIDE

This guide is for is designed to assist staff and students to report a hazard using the C.H.A.R.M system. Please complete the Notification screen with as much information as possible.

| On screen   | Information to enter  |
|---|---|
|    |  <p>Log into Staff Portal / Student OASIS (Campus Life and Guild tab) and click on the CHARM icon to access C.H.A.R.M</p>  |
|    | <p>Click the Incident/Hazard Reporting icon<br/>Click on Hazard</p>   |
|    | <p>If you are reporting on behalf of another person please select "another person".</p>   |
|    | <p>Enter the date, time and time category that the hazard was noticed.</p>  |
|   | <p>Enter the specific location details of where the hazard is located.</p> <p>Click the  icon to perform a search of the relevant location. The <i>Find Location</i> pop up box will appear.</p> <p>Use the drop down box to select a primary campus or location. E.g. <i>Bentley Campus</i><br/>Use the second drop down box to select a secondary location. E.g. <i>Carpark B1</i><br/>Then click "Select" to select the location and close the pop up box.</p> |
|  | <p>Select a location category from the drop down box and use the text box to enter specific location information</p>  |
|  | <p>Enter specific detail in these fields to identify exactly where, what and how the hazard occurred.</p>   |
|  | <p>Use the drop down to select which event the hazard relates to if applicable</p>  |

# C.H.A.R.M REPORTING A HAZARD QUICK GUIDE

|   |  |
|---|--|
| <p><b>Hazard Classification:</b></p> <p>Select what could occur as a result of this Hazard:<br/> <input type="text" value="Slips, trips, falls"/></p> <p>What do you believe is the likely cause of this Hazard?<br/> <input type="text" value="Outdoor environment"/></p>  | <p>Use the drop down options to classify the hazard as to what could have occurred and the likely cause of the hazard.</p>   |
| <p><b>Assign to:</b></p> <p>Manager/Supervisor: <input type="text" value="Supervisor TEST"/> </p>  | <p>Assign your Manager/Supervisor to manage the incident.<br/> <b>If the person who appears here automatically is not your Manager/Supervisor, please select the correct person by clicking on the magnifying glass icon.</b><br/> <b>Students</b> are to select their Curtin Staff contact i.e. (Person managing activity / Supervisor / Lecturer).</p> |
| <p><b>Notify your local Health and Safety Representative:</b></p> <p>HS Representative: <input type="text" value="OHS TEST"/> </p>   | <p>Click the magnifying glass icon to notify your Safety and Health Representative via email. Your local SHR can be found on the <a href="#">SHR list</a> on the HSEM website.</p>   |
| <p><b>Who was notified of this Incident?</b></p> <p>Staff: <input type="text"/>  Date: <input type="text" value="10/10/2016"/> Time: <input type="text" value="10:03"/></p> <p>Student: <input type="text"/> Date: <input type="text" value="10/10/2016"/> Time: <input type="text" value="10:03"/></p> <p>Contractor/Visitor/Other: <input type="text"/> Date: <input type="text" value="10/10/2016"/> Time: <input type="text" value="10:03"/></p> | <p>Use the  icon to select the people to whom you have reported the hazard to.<br/><br/>         If the person is not a Curtin University staff member, please type their name in the <i>Contractor/Visitor/Other</i> text box.</p>                                     |
| <p><b>What have you done to remove the Hazard?</b></p> <p><input type="text" value="Placed orange cones around the area to stop people from walking on the raised bricks"/></p>   | <p>Enter specific details as to what has been done to remove the hazard.</p>   |
| <p><b>What additional actions do you think are required to remove the Hazard?</b></p> <p><input type="text" value="Place a service request to have the raised bricks fixed."/></p>  | <p>Enter specific details to recommend actions to remove the hazard.</p>   |
| <p><b>Attachment</b></p> <p> <input type="button" value="Click to add an attachment"/></p>   | <p>Use the attachment function to add images, document or other media that may assist with the action plan for the hazard.</p>   |
| <p>Click the  icon to submit the Incident</p>  |  |

| REVISION HISTORY |            |                                  |
|------------------|------------|----------------------------------|
| Revision #       | Date       | Amendment Description            |
| 1                | 17/10/2016 | New Document                     |
| 1.1              | 20/10/2017 | Update to assign manager section |
| 2.0              | 09/07/2018 | Update to login details          |