

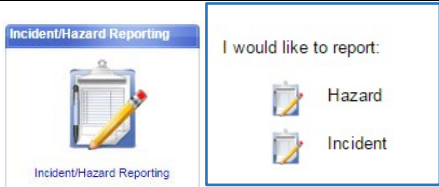
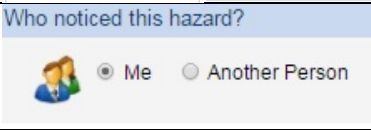
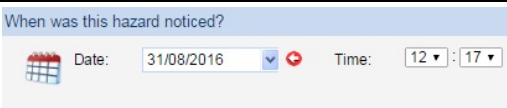
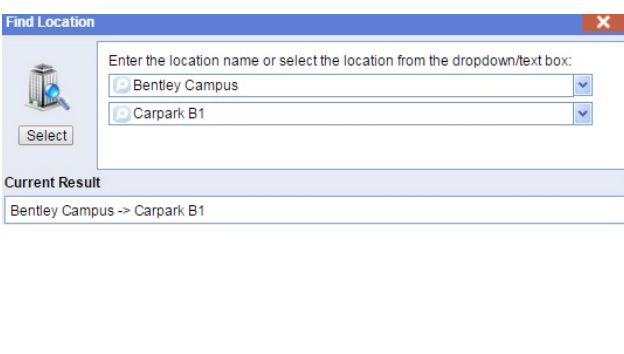

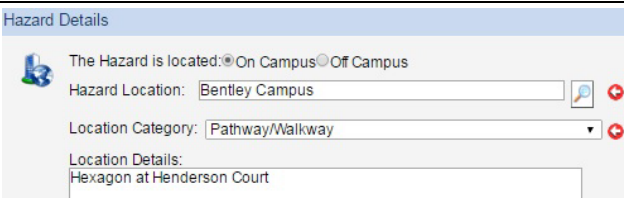
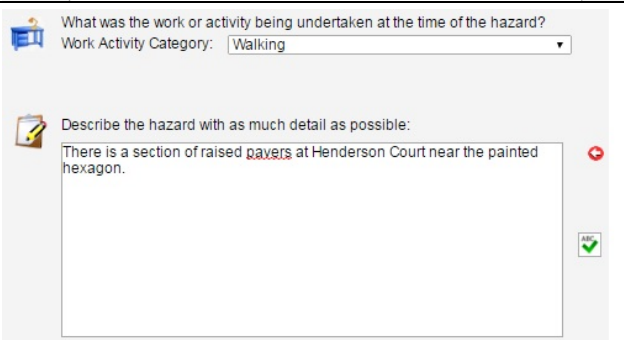










C.H.A.R.M REPORTING A HAZARD QUICK GUIDE

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 OASIS and click on the  icon to access C.H.A.R.M</p> <p>Log into C.H.A.R.M. using your Curtin ID and password</p>
	<p>Click the Incident/Hazard Reporting icon</p> <p>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></p> <p>Use the second drop down box to select a secondary location. E.g. <i>Carpark B1</i></p> <p>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>

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

<p>What event is this hazard relevant to?</p> <p>Events: <input type="text" value="Injury/Illness"/></p>	<p>Use the drop down to select which event the hazard relates to if applicable</p>
<p>Hazard Classification:</p> <p>Select what could occur as a result of this Hazard: <input type="text" value="Slips, trips, falls"/></p> <p>What do you believe is the likely cause of this Hazard? <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>Assign to:</p> <p>Manager/Supervisor: <input type="text" value="Supervisor TEST"/> </p>	<p>Assign your Manager/Supervisor to manage the incident. If the person who appears here automatically is not your Manager/Supervisor, please select the correct person by clicking on the magnifying glass icon. Students are to select their Curtin Staff contact i.e. (Person managing activity / Supervisor / Lecturer).</p>
<p>Notify your local Health and Safety Representative:</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 SHR list on the HSEM website.</p>
<p>Who was notified of this Incident?</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.</p> <p>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>What have you done to remove the Hazard?</p> <p> 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>What additional actions do you think are required to remove the Hazard?</p> <p> Place a service request to have the raised bricks fixed.</p>	<p>Enter specific details to recommend actions to remove the hazard.</p>
<p>Attachment</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