

# **Figtree – ANU Workplace Safety Incident & Hazard Reporting Tool**

## **Student Access Information Pack**

## Background

Effective 3 April 2018, all undergraduate students will gain online access to Figtree, the University's safety incident and hazard reporting tool. The Supervisor role will be allocated to a Work Environment Group (WEG) representative who will then triage the incident or hazard to the relevant area for response. The relevant student Division/College will be allocated an action through Figtree to contact the student for follow up actions. Students will no longer be required to complete the paper based incident notification form. Figtree will replace the current process for incident reporting.

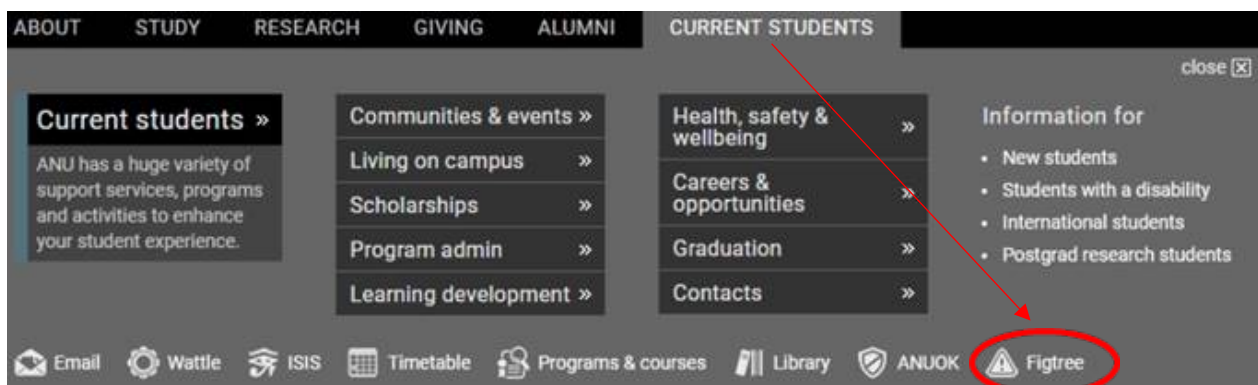
## Why should students use Figtree

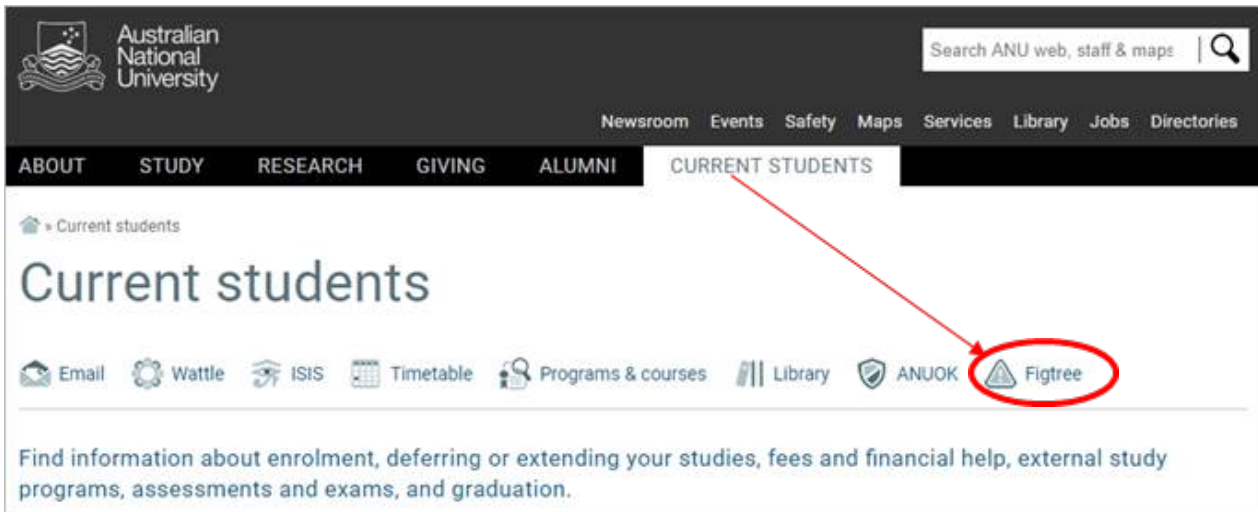
Safety of our campus is everyone's responsibility and we can all do our part to contribute to ensure that ANU is a safe place to work, study and or visit. Students are encouraged to use a desktop computer, laptop or mobile phone device to report any incidents or hazards that they are involved with or see on campus.

## How can students login to Figtree?

Effective 3 April 2018, all students will be able to login to Figtree via the link provided on the menu bar on the CURRENT STUDENTS tab.

Go to ANU home page and click on 'CURRENT STUDENTS' (refer to screen shots below).



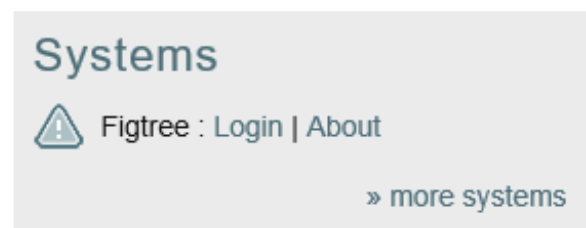


Links to Figtree will be replicated and available on all listed pages below:

-  » Current students » Scholarships
-  » Current students » Program administration
-  » Current students » Learning development
-  » Current students » Careers & opportunities
-  » Current students » Communities & events
-  » Current students » Health, safety & wellbeing
-  » Current students » Graduation
-  » Current students » Contacts

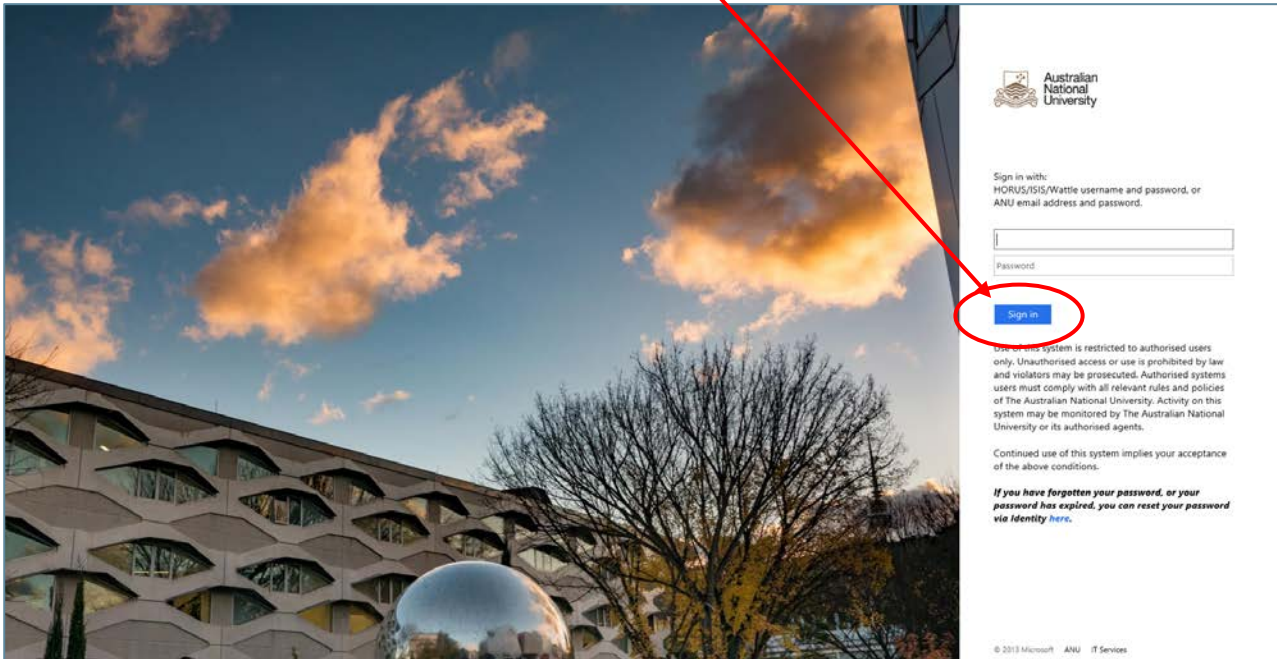
Alternatively, students can also access the online reporting tool via the links provided below.

- [Safety >> Campus environment >> Safety & security](#)
- [Human Resources >> Health & safety](#)
- [Information technology >> Software & systems >> Figtree workplace safety incident & hazard reporting tool](#)
- Searching for 'Figtree' in search bar.



## Login screen

The image below illustrates the login screen for Figtree. Once users enter their username and password they will need to click on the sign in button to proceed.



## More information

Reference documents including instructions on how to report an incident or hazard are available on the [Figtree Workplace Safety Incident & Hazard Reporting Tool webpage](#). Further details are provided in the FAQ's document on page 5.

For further enquiries please email [whs@anu.edu.au](mailto:whs@anu.edu.au).

## Frequently Asked Questions (FAQ's)

<b>What is Figtree?</b>	Figtree is the University's workplace safety incident and hazard reporting tool. ANU launched the online system on 1 July 2017.
<b>What is a hazard?</b>	A hazard is a situation that may currently exist or could arise out of a set of circumstances. There is a potential risk that the hazard may head to a dangerous situation.
<b>What is an incident?</b>	An incident is an event that exposes a worker, student or any other person to a risk to their health and safety.
<b>What is a near miss?</b>	A near miss is an incident where no one was injured.
<b>Can I access Figtree from home?</b>	<p>Yes, users are able to access the online reporting tool from home. Refer to options listed below.</p> <p>Current students (landing page) – <i>from 3 April 2018</i></p> <ul style="list-style-type: none"> <li>• <a href="#">Safety &gt;&gt; Campus environment &gt;&gt; Safety &amp; security</a></li> <li>• <a href="#">Human Resources &gt;&gt; Health &amp; safety</a></li> <li>• <a href="#">Information technology &gt;&gt; Software &amp; systems &gt;&gt; Figtree workplace safety incident &amp; hazard reporting tool</a></li> <li>• Searching for 'Figtree' in search bar</li> <li>• Navigate to the <a href="#">Figtree login page</a>.</li> </ul>
<b>How do I report an incident or hazard notification?</b>	Refer to the <a href="#">How to report an incident or hazard notification guide</a> online.
<b>Who will see the information that I enter into Figtree?</b>	Work Health and Safety (WHS) Consultants/Officers will have access to the information entered in the online reporting tool. If other people are allocated an action, such as an incident investigator, then they will have access to view the incident record but not your injury details. Injury details can be viewed by you and WEG staff.
<b>Where can I find out more information?</b>	For further details refer to the <a href="#">Figtree workplace safety incident and hazard reporting webpage</a> .
<b>Who can I email if I have a more specific query?</b>	Please email your enquiry to <a href="mailto:whs@anu.edu.au">whs@anu.edu.au</a>
<b>Who should I contact if I require an immediate response?</b>	Students who require an immediate response following an incident should contact emergency services on 000 and/or ANU Security on 6125 2249. For personal, non-University related incidents, please contact Health Services on 6125 3598 or Counselling Centre on 6125 2442.

## Examples of what to report using Figtree



### Important:

If you require an immediate response following an incident contact **emergency services** on **000** and or **ANU Security** on **6125 2249**. For personal, non-University related incidents, please contact ANU Health Service on 6125 3598 or Counselling Centre on 6125 2442.

Tabled below are some examples of what students should report/not report using the online reporting system [Figtree](#).

What should I report in Figtree? ( <i>Guide only</i> )	What should I not report? ( <i>Guide only</i> )
Identified hazards on campus	Vehicle damage <b>Contact ANU Security on 6125 2249</b>
Slips, trips and falls which occur on campus	Mobile phone/ other possessions stolen from backpack/handbag <b>Contact ANU Security on 6125 2249</b>
Lights out in building(s) or outdoor spaces posing danger to students	IT support issues <b>Contact IT Service Desk on 6125 4321</b>
Chemical spills/incidents in labs	Residential halls maintenance (not resulting in injury) <b>Contact Residential Advisors in your area</b>
Injuries on campus including residences	
Damaged property by natural causes, wear and tear and vandalism	
Electrical faults	
Traffic hazards (including pedestrian, cycling, motorists)	
Bullying and harassment	
Anything situation that potentially may cause harm to a student, staff or visitor of the University	

## Incident Notification – Students Triage Processes

