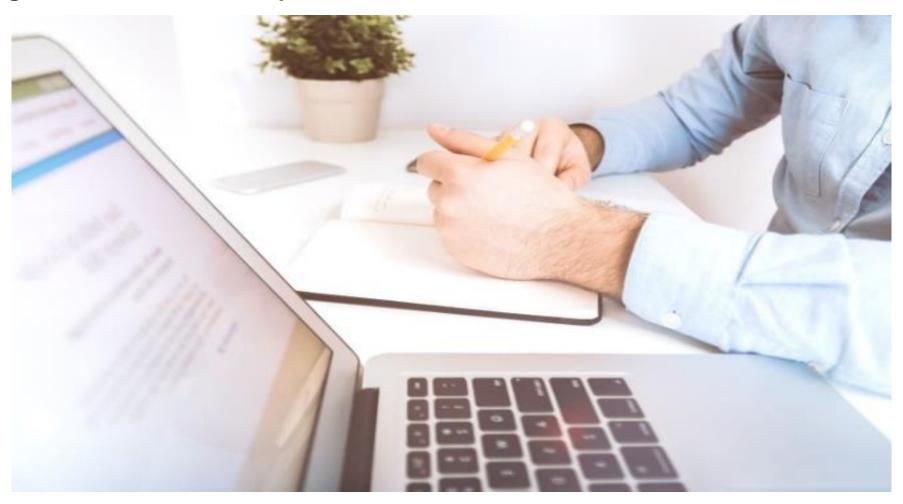


# Figtree User Guide 2 – Supervisors Initial Review



THE AUSTRALIAN NATIONAL UNIVERSITY



# **Supervisors Initial Review**

The following user guide will provide Supervisors with instructions on how to complete the steps required during the Supervisors initial review.

# Step 1

Supervisors will receive an email with the following details outlined below:

LETTER - Incident Notification

EMAILTO: [your email]@anu.edu.au

This email is to notify you of an Incident you have been nominated to review.

Incident Number: INC000xxxx

Incident Date: date/month /year

Incident Description: [details]

Please log in to the system to review this incident

[link to incident for review in Figtree]

## Step 2

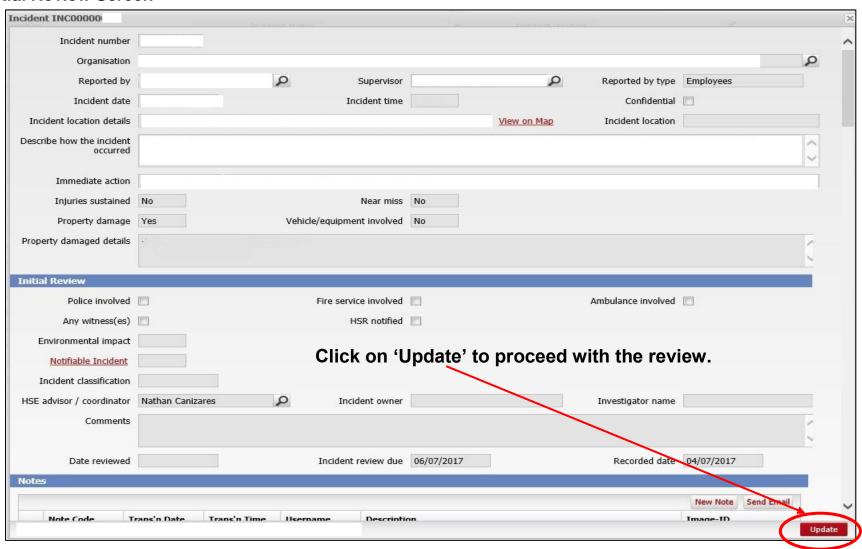
Click on link provided and insert your username and password to login to Figtree.

### Step 3

Once you can view the Incident screen click on the red '**Update**' button at the bottom right hand corner of the screen (refer to screenshot below).



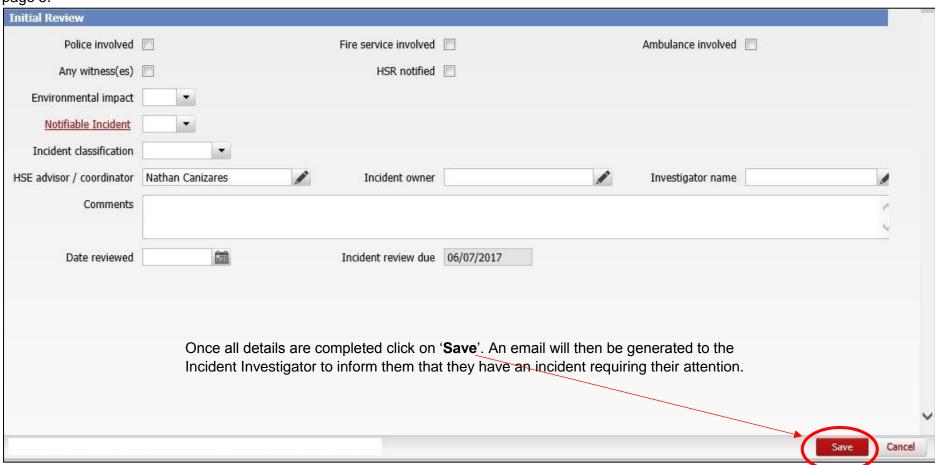
#### **Initial Review Screen**





## Step 4

Supervisor will then be required to complete all fields in the Initial Review section (screenshot below). Further explanations are provided on page 5.





Supervisor must complete the following fields:

a. Police involved? (Select if yes)	b. Fire service involved (Select if yes)
c. Ambulance involved (Select if yes)	d. Any witness(es) (Select if yes)
e. Environmental impact	f. Notifiable Incident (click on hyperlink
Select 'Yes' if there is likely to be an adverse impact on the environment as a result of this incident. Adverse impacts include contamination, harm to flora and fauna, damage to heritage items and adverse community impacts.	to see definition) Selecting 'Yes' will alert the Work Environment Group (WEG) that this incident needs to be notified to a 'Regulator'. WEG will progress the notification.
g. Incident classification (see table below)	

Incident classification	Incident characteristics	Incident investigation required	Incident review due
Report Only (1)	Non-work related incident/injury	Provision of low level recommendations and controls to be facilitated by College/Service Division within the workplace safety incident and hazard reporting tool.	N/A
Low (2)	FTI Low score on WHS hazard matrix	Investigation to be facilitated by College/Service Division/ WHS Officer within the workplace safety incident and hazard reporting tool.	28 days
Medium (3)	MTI Medium score on WHS hazard matrix	Investigation to be facilitated by Work Environment Group (WEG).	21 days
High (4)	LTI High score on WHS hazard matrix	Investigation to be facilitated by WEG and possibly also with Regulator – Comcare.	14 days
Extreme (5)	Fatality, Multiple fatality Extreme score on WHS hazard matrix	Third Party Investigation e.g. AFP, Coroner etc).	7 days

h. HSE advisor / coordinator:	i. Incident owner:
Defaulted WEG representative: Nathan	The person ensuring that corrective actions
Canizares	are assigned and completed.
j. Investigator name:	k. Comments
WHS Consultant or Officer that is	(if applicable)
investigating the incident.	
I. Date reviewed	m. Incident review date:
(Today)	This date is defaulted in the system based
	on incident classification.



Terminology	Definition
First Aid Treatment Injury (FTI)	Is any workplace injury which requires immediate first aid treatment. It does not warrant treatment at the level provided by a qualified medical practitioner and the injured person can return to work within the shift.
Lost time injury (LTI)	Is a workplace injury or illness significant enough to require: administration to hospital; the next full scheduled day of work missed, is the result of an event, and is outside the control of the WHS management systems of the University. An LTI is not an aggravation of pre-existing injury.
Medical Treatment Injury (MTI)	Is any workplace injury or illness, significant enough to require treatment by a qualified medical professional (for example a doctor). Treatment at this level begins with a stich/suture or a prescription. A sterile strip (medical skin closer) to close a wound is not an MTI, as a First Aider could apply this as a standard item in a first aid kit. Visits to a physiotherapist following a workplace injury are an MTI if more than 4 visits are required.
Non Work Related (NWR)	Injury sustained not arising out of the course of the individuals' employment at ANU.