



Australian
National
University

Figtree User Guide 1 – How do I report an incident or hazard notification?



What is Figtree?

Figtree is the University's new workplace safety incident and hazard reporting tool. Effective 1 July 2017, all staff will be required to use the online reporting tool to complete an incident or hazard notification.

Duty of Care

Staff are encouraged to complete all the associated fields in Figtree when reporting an incident or hazard. This will ensure all information about the incident is provided, particularly in situations that need to be notified to regulatory bodies. This also ensures that accurate reporting to work areas can be provided to assist in hazard identification and system improvements. Providing all details will also be beneficial as part of the injury management process to ensure that appropriate and timely support can be offered to the staff member.

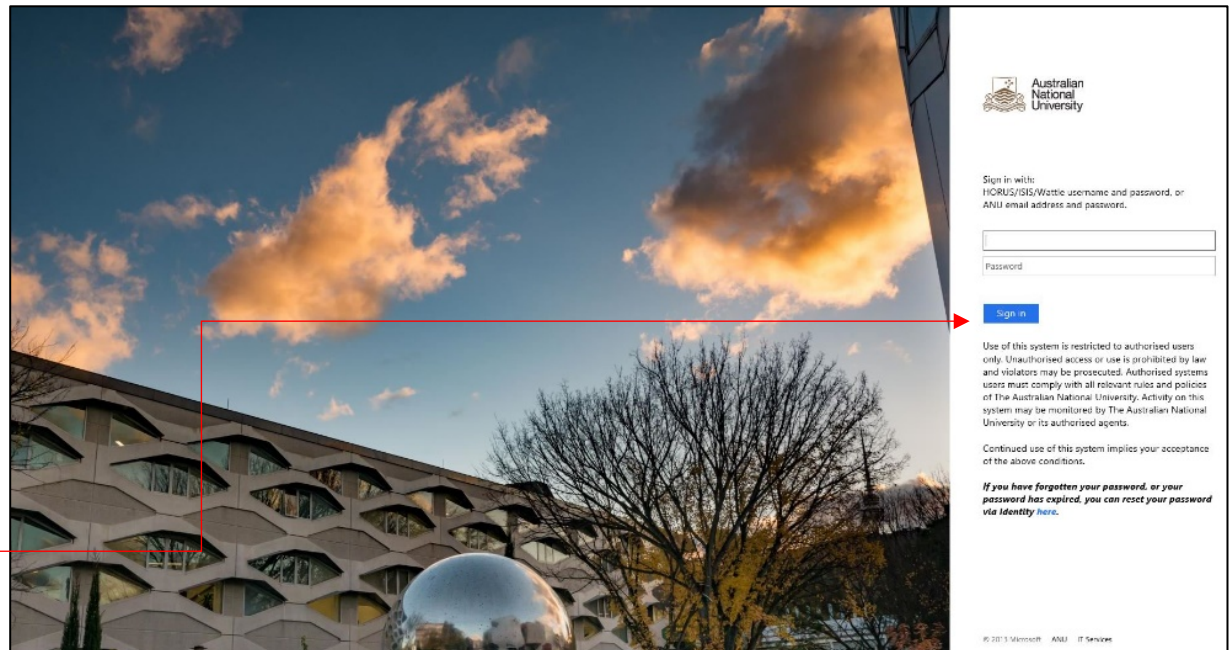
Where do I access Figtree?

Users can access Figtree:

- Through the current 'Submit Incident Notification' HR Quick Links in HORUS;
- Via the [Figtree Workplace Incident & Hazard Reporting Tool webpage](#) using the 'Login to Figtree' button; or
- By using the link available on the [Human Resources >> Health & Safety webpage](#).

User Login Instructions

User login details to access Figtree are the same as your HORUS details. After entering your **username** and **password** proceed to click on the blue **'Sign in'** button to the right of your screen.





How do I report an incident notification?

User will be automatically redirected to the 'Incident Form' (screenshot below) for completion.

Important to complete all mandatory fields

- Complete the form with as much information as possible to clearly describe the Incident and events leading up to the event.
- The Organisation Structure should have the relevant area selected.
- Provide detailed location information so others can find the location easily.
- Either "Injuries sustained", "Near miss", "Property damage" or "Vehicle/equipment involved" must be answered "Yes" for the Incident to be saved.
- Enter Incident time using 24 hours i.e. 14:00.
- Click on the red 'save' button when you are ready to submit your incident notification.



Terms and Definitions

Tabled below are useful terminology and definitions to assist you with completing the incident or hazard notification form.

Organisation	Your position at ANU
Reported by	The person completing the incident report (not necessarily the 'Affected' person).
Supervisor	Person managing the 'Affected' person; receives email notification of incident.
Confidential	Prevents email notification from being sent to the 'Supervisors'; incident is reviewed by the Associate Director of Work Environment Group (WEG), then actioned appropriately.
Incident location	Allows for precise incident location to be selected.
Immediate action	The steps you took to immediately reduce the risk of harm to self or others.
Injury sustained	Was someone injured as a result of the incident? If yes: they are the 'Affected person'.
Near miss	An incident occurred and no one was injured but there was potential for harm.
Property damage	Was property damaged?
Vehicle/equipment involved	Were any vehicles or equipment involved?
Report by is affected	Is the injured/involved person completing this report? If yes, they are the 'Affected person'.
Affected person	The person who was injured or involved in the incident.
Training provided	Indicate if you have received training on the activities that caused the incident.
Shift started	Select 'Day' if you do not perform shift work, otherwise chose the shift that you were performing.
Duties at time of injury	Describe what duties you were performing at the time of the incident.
Usual duties	Describe your usual duties.

What is a hazard?

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 lead to a dangerous situation.

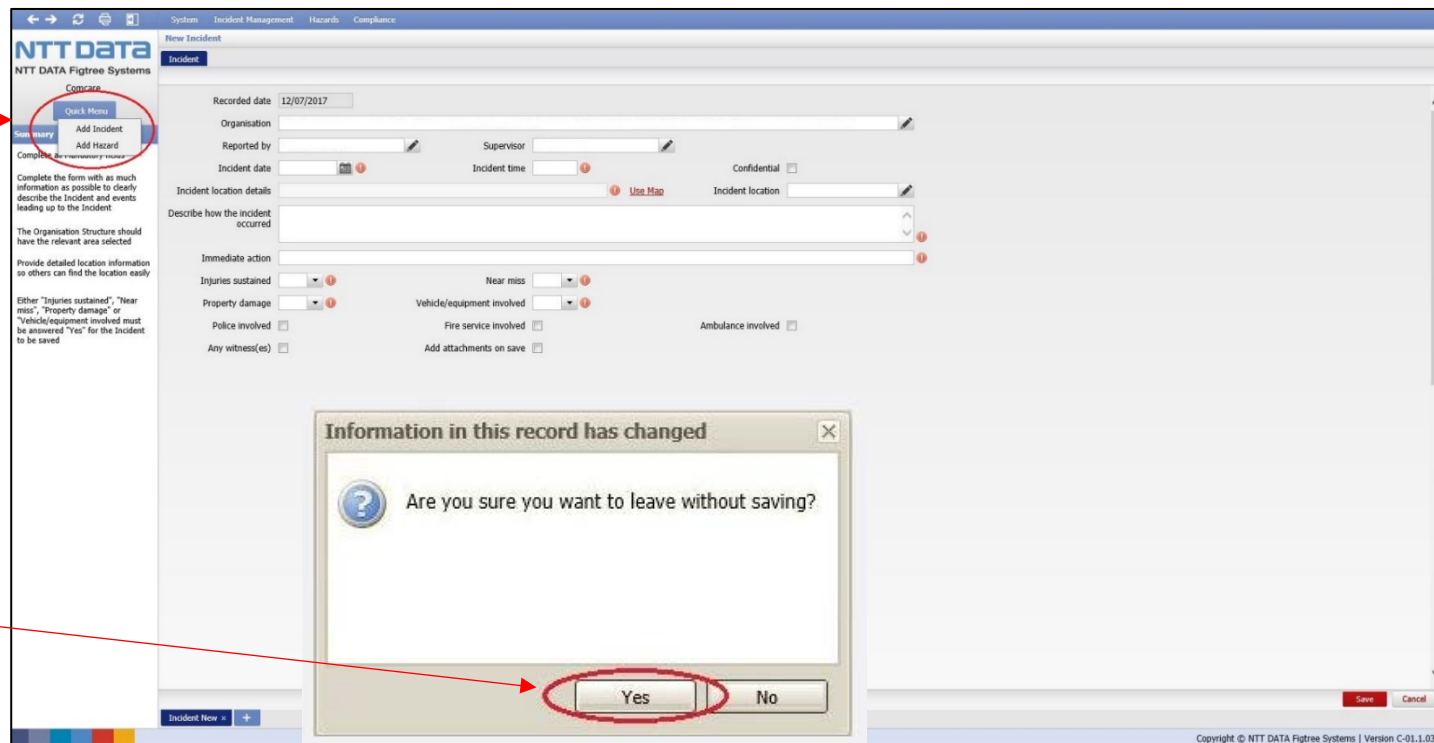
How do I report a hazard notification?

Users can enter a hazard:

- Through the current 'Submit Incident Notification' HR Quick Links in HORUS;
- Via the [Figtree Workplace Incident & Hazard Reporting Tool webpage](#) using the 'Login to Figtree' button; or
- By using the link available on the [Human Resources >> Health & Safety webpage](#).

How do I locate the Hazard Form?

Click on 'Quick Menu' and then 'Add Hazard'.



The screenshot shows the 'New Incident' form in the NTT DATA Figtree Systems interface. The 'Quick Menu' and 'Add Hazard' options are circled in red. A dialog box is open in the foreground asking 'Are you sure you want to leave without saving?' with 'Yes' and 'No' buttons circled in red.

The next screen will prompt you to select 'Yes' to proceed.



Hazard Form

User will be directed to the Hazard Form for completion (screenshot provided below).

System Incident Management Hazards Compliance

New Hazard

NTT DATA
NTT DATA Figtree Systems
Comcare
Quick Menu

Summary

Complete all Mandatory fields

Complete the form with as much information as possible to clearly describe the Incident and events leading up to the Incident

The Organisation Structure should have the relevant area selected

Provide detailed location information so others can find the location easily

Either "Injuries sustained", "Near miss", "Property damage" or "Vehicle/equipment involved must be answered "Yes" for the Incident to be saved

Recorded date: 12/07/2017

Organisation: [Text Field]

Reported by: [Text Field] Supervisor: [Text Field]

Date identified: [Calendar Icon] Time identified: [Time Picker]

Hazard location details: [Text Field] Use Map Hazard location: [Text Field]

Hazard description: [Text Area]

Immediate action: [Text Area]

Save Cancel

Hazard New +

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Complete all mandatory fields on this form and click on the 'save' button when you are ready to submit your hazard notification.