



1 Reporting Confirmed COVID-19 Incident into GSafe

GSafe is Griffith University's incident and hazard reporting system for staff, students, and visitors. **From January 2022, all staff and HDR students must report confirmed cases of COVID-19 (Coronavirus) into this system.** A positive case may be confirmed by PCR test, Rapid Antigen Test, or other medical diagnosis. More information can be found here:

<https://www.griffith.edu.au/staff/coronavirus>

A member of the Health and Safety Team will contact the Reporter and Person Responsible to discuss the report and may request further information, including any isolation directives from the relevant Health authority.

2 Important functions



Mandatory fields are indicated by the white arrow in the red circle.



A search box will open to find a person, location or business unit.

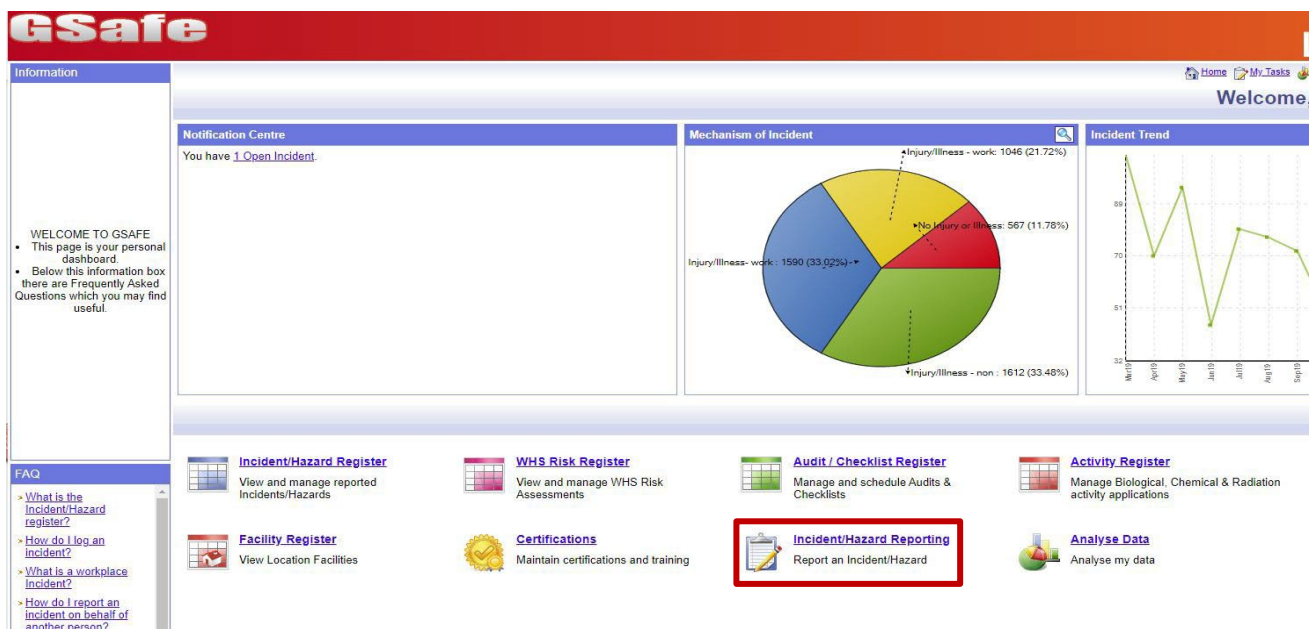


Indicates a text box with spellcheck.

3 Accessing G-Safe and completing your report

Log in to **GSafe** (<https://www.riskcloud.net/prod/default.aspx>) through the Health, Safety and Wellbeing site or through the staff portal under *Key Services*. A dashboard will appear similar to the picture below. Dashboards will differ depending on your access. Select '**Incident/Hazard Reporting**'.

G-Safe can also be accessed via the **pocketSafety App**. Please go the [instruction sheet](#) for further information on downloading the app to your mobile devices




The screenshot shows the GSafe dashboard with the following components:


- Information:** WELCOME TO GSAFE, This page is your personal dashboard, Below this information box there are Frequently Asked Questions which you may find useful.
- Notification Centre:** You have 1 Open Incident.
- Mechanism of Incident:** A pie chart showing the distribution of incidents:


Mechanism	Count	Percentage
Injury/Illness - work	1046	21.72%
No Injury or Illness	567	11.78%
Injury/Illness - non	1612	33.48%
Injury/Illness - work	1590	33.02%
- Incident Trend:** A line graph showing the trend of incidents from March to September.
- Incident/Hazard Register:** View and manage reported Incidents/Hazards.
- WHS Risk Register:** View and manage WHS Risk Assessments.
- Audit / Checklist Register:** Manage and schedule Audits & Checklists.
- Activity Register:** Manage Biological, Chemical & Radiation activity applications.
- Facility Register:** View Location Facilities.
- Certifications:** Maintain certifications and training.
- Incident/Hazard Reporting:** Report an Incident/Hazard (highlighted with a red box).
- Analyse Data:** Analyse my data.
- FAQ:**
 - What is the Incident/Hazard register?
 - How do I log an incident?
 - What is a workplace incident?
 - How do I report an incident on behalf of another person?

Back

I would like to report:

 **1. A Safety Incident involving an Injury, Illness or Near Miss.**
Please note the person involved will receive email confirmation and details of the report.

 **2. A Safety Hazard that has the potential to cause injury or illness.**
For maintenance issues that are not related to personal safety, please use **Facilities Assist**

 **3. A Student Accommodation or Sporting Safety Incident, Hazard or Near Miss.**
(Relating to Campus Life/Student Guild Activities) Please note the person involved will receive email confirmation

Cancel Previous Next Draft Help

Who sustained this incident?

Me Another Person Select who this incident happened to.

When did the incident occur?

Date: 16/03/2020 Enter the date and time of the incident.

Time: 9 AM : 05 A recess break is a scheduled break e.g. lunch or temporary authorised absence away from place of employment during a work day.

Time Category: -- Select a Time Category --

Incident Details

Did this incident occur: On Campus Off Campus

Select Location: Select the Search icon to lookup from workplace list OR select the Map icon to locate via Maps Interface.

Location Category: -- Select a Location Category -- Enter any further location details (if Maps Interface used, Map Location Address will be populated).

Location Details: What work/activity was being done at the time of the incident? I.e. driving, lifting boxes, typing etc.

What was the work or activity being undertaken at the time of the incident?






Work Activity Category: -- Select a Work Activity Category -- Summarise the incident for easy identification in the Incident/Hazard Register.

Using a few words briefly describe the incident:


Incident Title: Describe the incident with as much detail as possible. What exactly were you doing? What exactly happened? What process, product, chemical or equipment was involved? What was the outcome? Please do not include personal information unless required.

Describe the incident with as much detail as possible:

1. Click on (1) A safety incident involving an Injury, Illness or Near miss Report
2. Report for yourself or on behalf of another person
3. Report the date you first knew about the condition, became unwell and when you received a positive result
4. Choose the location based on where you work or study On Campus, or select Off Campus for other areas
5. Incident Title free text – please write: **‘Confirmed case of COVID-19’**
6. Please provide as much detail as possible regarding condition, any times/dates and buildings/rooms attended, or facilities used while On Campus (if applicable) and QLD Health directions
7. Click **‘Next’** at top of page

 Cancel
 Previous
 Next
 Draft
 Help

Details of person who sustained the incident:


Person Type: -- Please select a type of person --

Search the database for this person before entering details

First Name:

Middle Name:

Surname:

ID Number:

Title:

Phone/Ext:

Email:

Mobile:

Date of Birth: Date of Birth

Gender: Male Female Unknown/Intersex/Unspecified

Home Address:

Country: -- Select a Country --

State: -- Select a State --

Post Code:

Suburb:

Home Phone:

Fax:

When reporting for another person, the following page will appear

8. Select person type i.e. Griffith staff member, student etc.

For employees you may search and select the person from the staff database

Otherwise, enter the persons details in the spaces provided

9. Click **'Next'** at top of page

Cancel Previous Next Draft Help

Did an injury/illness occur?

No Yes

Was an work related injury/illness sustained relating to a Griffith University activity?

Witness Details:

No Yes

Witness Details (include name and phone number if known)

Check the tickbox and enter the names, addresses, phone numbers and any other relevant information for all witnesses.

Eg. John Smith – 123 Apple Road, 1400 010 020

Was there any asset/property involved/damaged?

No Yes

Company Asset/Property Contractor or Third Party Asset/Property

Description of damage:

If you have selected any of the above options for asset/property involved in the incident, please provide a detailed description of any damages incurred.

Does this incident have an impact on the environment?

No Yes

Identify the impact on the environment?

-- Select the most severe environmental impact --

Describe the Potential Impact on the environment:

An environmental impact is defined as any change to the environment, whether adverse or beneficial, resulting from human activities, products, or services.

Were there any security implications?

No Yes

Identify the security implication:

-- Select the most severe security impact --

Describe the Potential Security implication:

Please provide a detailed summary of any potential security related implications.

10. Check **'No'** as this was not sustained due to a work related activity.

If you believe that you were infected with COVID 19, while on duty as a result of work related activities, you can check **'Yes'**. This will generate a few extra questions about your health condition.

11. Complete remaining fields as needed or select **'No'**

12. Click **'Next'** at top of page

Cancel Previous Next Draft Help

Incident Classification:

Identify what occurred (Mechanism):

The action or activity that contributed most to the incident

What was the most significant cause (Breakdown Agency):

The object, substance or circumstance that directly caused the incident

Assign to:

Manager/Supervisor: Select the person to assign the incident to. This is typically your line manager.

Attachment

Attachment Type	Document Description	File Name
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Now complete the following:

13. Mechanism:
Drop down box – choose:
‘Animal/Biological Exposure or Contact’
14. Agency:
Drop down box – choose:
‘Biological Agent- COVID-19 Coronavirus’
15. Ensure your **Supervisor** or **Course director** appears here – use the search function if it doesn’t appear correctly
16. Attach any available supporting information such as test results or QLD Health documents

17. Click **‘Next’** at top of page.

18. Submit your report or review the details

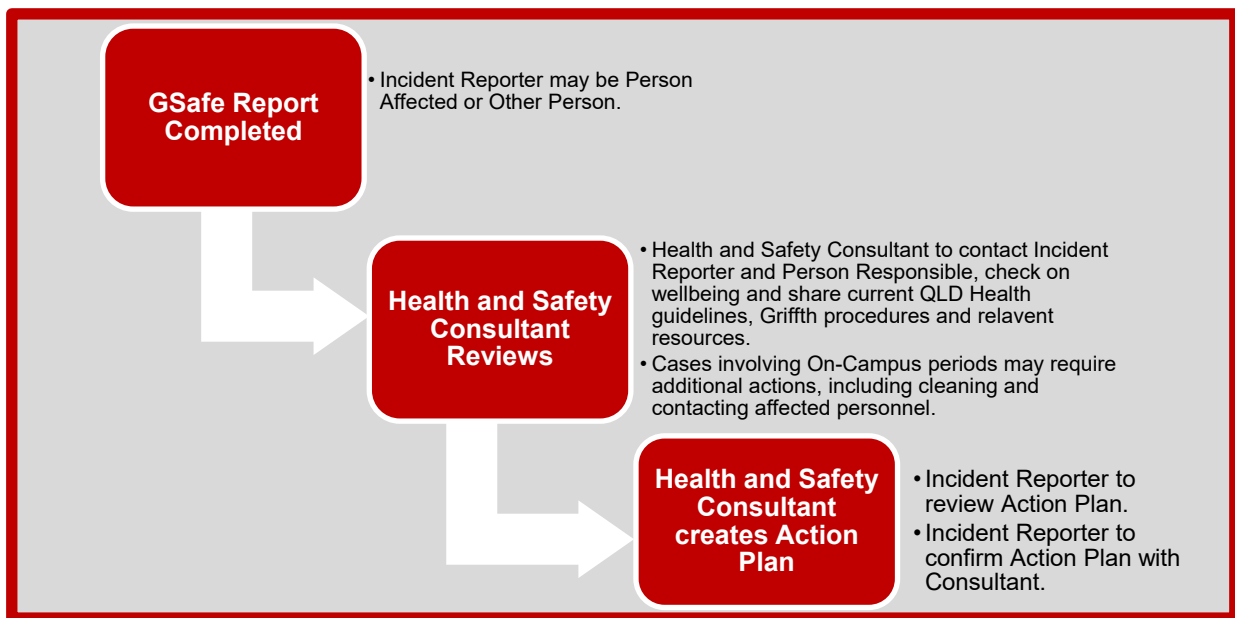
19. Reports of positive COVID-19 cases will be managed as below.

You are about to submit an Incident
To complete this process, please follow the instructions below

Person: hjkl; plokijh
Assigned To: I

To submit your request, click the button (located on the toolbar).
To review your information click the button (located on the toolbar).

4 Positive Covid Incident Report Response Example



If you have any questions about this Quick Guide, or completing the Report please contact HR and Safety.

07 373 54011

handsafety@griffith.edu.au