Staff WHS

- Saff WHS Incident Register

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You may be aware that we are transitioning from the current Staff Accident/ Incident Report Form to recording all incidents, near misses and/or hazards, including student incidents directly in the **WHS Incident Register** located in **Connx**. This system enables improved tracking, recording, and analysis of incidents and injuries across both the Primary and Secondary campuses.

To ensure accurate and consistent reporting, all staff are asked to complete incident, near misses and/ or hazards entries by following the steps outlined below.

Staff WHS Incident Register

Step 1: Access WHS Incident report

· Access the Staff Portal (Staff Portal - Home), Select the ConnX tile

Image

- **Login** with either you username and password or by selecting with Microsoft Login.
- On the Connx home page select **Incidents** on the left under **Quick Links**.

Image

Step 2: Enter the Incident or Hazard

- Please select **Incident** or **Hazard Report** and enter the details, completing each section, this includes:
  - Description
  - Dates
  - Location and
  - Incident Category

- For student incidents, **please provide student names** in the **Description field**.
- Please enter as much detail under **Your Report On Incident** or **Your Report On Hazard**
- Ensure all required information is complete before submitting

Step 3: Submit

- Once all information is entered, select **Submit**
- The incident will now be recorded int WHS Incident Register for tracking, reporting and analysis.

Image

Please reach out if you have any queries or concerns with entering or submitting incident entries.