ConnX – Report an Incident or Hazard

WH&S or as it was formally known (OH&S), and the health and wellbeing of Arc Employees are important issues to Arc. It is important that we understand where OH&S incidents arise in order to eliminate risk, improve processes and equipment, train employees, and ultimately ensure the safety of our workplace. The accurate recording of incident information is essential in helping to minimise OH&S risk, and also if this information is required in cases of legal proceedings.

The ConnX OH&S module is designed in accordance with the Worksafe Australia National Standard: Workplace Injury and Disease Recording Standard (AS1885.1.1990).

WHAT IS CONNX OH&S
ConnX OH&S is a multi-user medium to large scale system that can track, record and analyse incidents, injuries and illness that occur in the workplace. It enables you, managers and OH&S personnel to report and record hazards, incidents, and injuries when they occur so action can be taken immediately. It also provides an online record to enable better reporting for Arc. HR has been trialling this module since January of 2012 and we feel that it is now ready for organisational wide usage.

REPORTING AN INCIDENT/HAZARD
HR is happy to accept both hard copy and ConnX submissions. HR’s first preference is to submit the hazard and incident on ConnX. However, we understand at times this can be difficult. Below are two links, one for hard copy OH&S and one for ConnX.

Common Drive - OHS Templates on Common Drive

HOW YOU CAN USE IT
To report an OH&S Incident follow the steps below on ConnX.
1. Sign in as usual
2. Select Home Tab
3. Using the navigation menu, select Report OHS Incident/Hazard
4. Select New tab
5. Select whether you want to record an Incident (injury) or a Hazard using the radio button.
6. Enter the details of the incident or hazard. Please fill in as much as possible. The attached table describes each of the fields.
7. Click on Submit button to send it to HR.
8. If you have photos. Please forward to HR via email (a.sicari@arc.unsw.edu.au).

Please let HR know if you are having any issues with the process. HR is happy to assist you through this new procedure.