Manager OH&S Incidents screen allows managers and supervisors to access specified WHS details for their departments & sub departments.

To view the Manager OH&S incidents screen you will need to follow the following steps:

**NOTE:** Please ensure you launch INTERNET EXPLORER (IE) to run ConnX

**HOW CAN I VIEW HAZARDS OR INCIDENTS WITHIN MY DEPARTMENT & SECTION/S**

1. Select **MY TEAM > MANAGE INCIDENTS**
2. Select **MANAGE INCIDENTS** tab

3. A SCREEN SIMILAR to this will appear:
1. Using the PRINT/EMAIL BUTTON on the incidents screen you are able to print/email out the incident summary to your employees, or to the responsible employee.

2. If you want to email this report, enter the email address(es) and then click SEND EMAIL. If you want to print this report, click PRINT SELECTED INFORMATION.
1. You can add/edit a report within your department/section or assigned to you. You can do this by clicking **ADD/EDIT REPORTS**.

2. Enter the details. Please **FILL IN AS MUCH AS POSSIBLE** if you need to add/edit any of the reports.

3. Click on the **SUBMIT** button to send it to HR and ensure you select **SAVE**.

4. If you have photos. Please forward to HR via email ([a.sicari@arc.unsw.edu.au](mailto:a.sicari@arc.unsw.edu.au)).

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