MONASH University 60 YEARS OF MAKING CHANGE

OCCUPATIONAL HEALTH & SAFETY (HTTPS://WWW.MONASH.EDU/OHS/)

Report an incident or hazard

The Safety And Risk Analysis Hub (S.A.R.A.H.) (https://riskcloud.net/prod/?ccode=monash), is the University's online reporting tool and provides staff and students with a user-friendly way to report occupational health and safety (OHS) related hazards and incidents.

The S.A.R.A.H. reporting tool helps to ensure that all hazards, incidents and near misses involving Monash University staff, students, visitors and contractors are reported, investigated and recorded in accordance with Victorian OHS legislation and Monash University's Hazard and Incident reporting, investigation and recording procedure. (http://www.monash.edu/__data/assets/pdf_file/0004/147118/incident-report.pdf)

How to report an OHS hazard or incident

Reports can be entered via:

- S.A.R.A.H. (https://riskcloud.net/prod/?ccode=monash)- A web browser which can also be accessed through the my.monash portal (https://my.monash/campusm/home#menu).

- pocketSafety App (https://www.monash.edu/__data/assets/pdf_file/0011/2058959/PocketSafety-guide-SARAH.pdf) - A phone application compatible with Android and iPhone devices. This App allows you to capture photos, immediate information and statements about the hazard or incident at the time of occurrence.

Guidance Material

- Tutorial Videos (https://www.monash.edu/ohs/report-incident-hazard/tutorials) - learn how to report a hazard or incident, classify a hazard or incident, attach documents, responsibility of managers/supervisors and what happens after a report is submitted.

- Guide for Assigning BPD Responsibility to a Hazard or Incident Report (https://www.monash.edu/__data/assets/pdf_file/0009/2058957/BPD-reporting-guide-SARAH.pdf) - step-by-step guide on how to assign responsibility to Buildings and Property Division to manage work orders (Scout requests - *formerly BEIMS*) through SARAH.

What should be reported?

| OHS hazards that could pose a risk to: | OHS incidents such as: | Environmental incidents such as: |

OHS hazards that could pose a risk to:	**OHS incidents such as:**	**Environmental incidents such as:**
- A person's health or safety, including instances of unsafe work practice. - The work environment (e.g. air, water, land).	- Work related injuries, illnesses and near misses to staff, students, contractors and visitors. - Allegations by staff being subjected to unacceptable behaviour.	- The mismanagement of waste material. - Squandering of resources.

For Supervisors and Managers

Supervisors and Managers at Monash University have additional responsibility with respect to investigating and actioning hazards and incidents reported by staff under their direction.

Guidance material

- OHS Hazard and Incident Reporting: A guide for managers and supervisors (http://www.monash.edu/__data/assets/pdf_file/0015/101364/guide-mgrs-supervisor.pdf) will assist you in fulfilling those additional responsibilities.

- For more information see the OHS Classifications (https://www.monash.edu/ohs/info-docs/ohs-classifications) document.

If you are unable to access the reporting tool, please contact the eSolutions Service Desk (http://monash.edu/esolutions/contact).

Enquiries regarding the general use of the reporting tool should be directed to your local safety officer or Occupational Health and Safety (https://www.monash.edu/ohs/AboutUs).