SOP - Incident Reporting at Non-UQ Workplaces

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UQ workers (including students) must report all near misses, incidents and injuries through the OHS Incident Reporting Database (UQSafe – Incident) regardless of whether it was sustained at a UQ workplace or not.

1. Background:

SHRS students are commonly sent to non-UQ workplaces to gain practical experience (i.e. clinical placements). They are accompanied by their host Clinical Educator and liaise with UQ via their Clinical Education and Liaison Manager (CELM). These host workplaces (e.g. Queensland Health Facilities) have their own systems for reporting incidents that are separate to UQ's. As such UQ has no direct control on how incidents are reported and dealt with to prevent reoccurrence. It is therefore very important for CELMs and the local WHSC to maintain a positive working relationship with the host supervisor to ensure remedial actions are implemented to UQ's satisfaction.

2. Reporting Procedure:

If an OHS incident (including a near-miss) were to occur at a non-UQ workplace where a client / student / worker was involved, the host supervisor would be expected to take responsibility for reporting the incident using their own system and following through with implementing an action plan. However, it is still necessary for the student / worker to report the incident through UQSafe – Incident. This is important, as there is no formal requirement for host workplaces to inform UQ about incidents and without this information UQ cannot track problematic areas.

The student / worker entering the incident in the database should nominate their supervisor (the CELMs in the case of students at non-UQ workplaces). Normally after entering a report into UQSafe – Incident, it becomes the supervisor's responsibility to enter an action plan. The CELM, acting as the student's supervisor, often does not have a direct say in how remedial action plans are implemented. Therefore, when it comes to developing an Action Plan, in general it is expected that the recommend action is that prescribed by the host. Part of this can include asking the host for a copy of their action plan, checking its completeness and actions and attaching it to the UQSafe incident.

If the CELM agrees with the host's action plan, they can complete the UQSafe incident report and nominate to endorse the host's plan. The UQSafe incident report will then be forwarded to the CELMs supervisor for final approval.

If the CELM does not believe the host's action plan is addressing the underlying risks and is therefore ineffective, they can choose not to endorse the plan. It is recommended that a dialogue be opened with the host supervisor to try and resolve any differences. This could be

instigated through any of the follow people: the CELM, WHSC, WHS and Facilities Manager. If the action plan is still not considered effective, this could ultimately mean removing the student from the host workplace.