

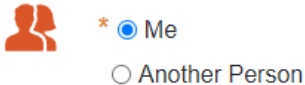
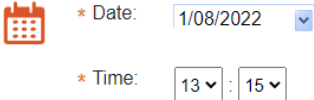
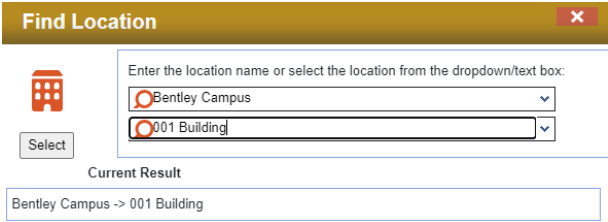













CHARM REPORTING A HAZARD QUICK GUIDE









This guide is for is designed to assist workers and students to report a hazard using the CHARM system. Please complete the Notification screen with as much information as possible.

On screen	Information to enter
	<p>Staff: Log into Staff Portal click on the arrow on the application wheel and click the CHARM icon</p> <p>Students: Log into Student OASIS click on the My Campus tab and click on the CHARM link</p>
	<p>Click the Incident/Hazard Reporting icon Click on Hazard</p>
<p>Who noticed this hazard?</p> 	<p>If you are reporting on behalf of another person please select "another person".</p>
<p>When was this hazard noticed?</p> 	<p>Enter the date, time and time category that the hazard was noticed.</p>
<p>Find Location</p> 	<p>Enter the specific location details of where the hazard is located.</p> <p>Click the  icon to perform a search of the relevant location. The <i>Find Location</i> pop up box will appear.</p> <p>Use the drop down box to select a primary campus or location. E.g. <i>Bentley Campus</i> Use the second drop down box to select a secondary location. E.g. <i>Carpark B1</i> Then click "Select" to select the location and close the pop up box.</p>
<p>* Location Category:</p> <p>-- Select Location Category --</p> <p>Location Details:</p> <p>Enter any further location details (if Maps Interface used, Map Location Address will be populated).</p> 	<p>Select a location category from the drop down box and use the text box to enter specific location information</p>

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 <p>What was the work or activity being undertaken at the time of the hazard?</p> <p>Work Activity Category:</p> <p>-- Select a Work Activity Category --</p>  <p>* Describe the hazard with as much detail as possible:</p> <p>Describe the circumstance that has the potential to cause harm, injury or damage. Enter details such as equipment, tasks, people involved, etc.</p> <p style="text-align: right;">ABC ✓</p>	<p>Enter specific detail in these fields to identify exactly where, what and how the hazard occurred.</p>
<p>What event is this hazard relevant to?</p> <p>Events:</p> <p>Fire/Explosion</p>	<p>Use the drop down to select which event the hazard relates to if applicable</p>
 <p>Input reference number:</p> <p><input type="text"/></p>	<p>If the incident relates to a Properties, Facilities and Development project, please enter the Project Number.</p>
<p>Hazard Classification:</p>  <p>* Select what could occur as a result of this Hazard:</p> <p>-- Select the most serious possible result --</p> <p>* What do you believe is the likely cause of this Hazard?</p> <p>-- Select the most likely cause --</p>	<p>Use the drop down options to classify the hazard as to what could have occurred and the likely cause of the hazard.</p>
<p>Assign to:</p>  <p>*Manager/Supervisor:</p> <p><input type="text"/> </p>	<p>Assign your Manager/Supervisor to manage the incident.</p> <p>If the person who appears here automatically is not your Manager/Supervisor, please select the correct person by clicking on the magnifying glass icon.</p> <p>Students are to select their Curtin Staff contact i.e. (Person managing activity / Supervisor / Lecturer).</p>
<p>Notify your local Health and Safety Representative:</p>  <p>HS Representative:</p> <p><input type="text"/> </p>	<p>Click the magnifying glass icon to notify your Health and Safety Representative via email. Your local HSR can be found on the HSR list on the Health and Safety website.</p>
	<p>Use the  icon to select the people to whom you have reported the hazard to.</p>

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<p>Who was notified of this Incident?</p> <p> Staff:</p> <p><input type="text"/></p> <p>Date: 1/08/2022 Time: 12:55</p> <p>Student:</p> <p><input type="text"/></p> <p>Date: 1/08/2022 Time: 12:55</p>	<p>If the person is not a Curtin University staff member, please type their name in the <i>Contractor/Visitor/Other</i> text box.</p>
<p>Attachment</p> <p> <input type="button" value="Click to add an attachment"/></p>	<p>Use the attachment function to add images, document or other media that may assist with the action plan for the hazard.</p>
<p>What have you done to remove the Hazard?</p> <p> Where possible you should reduce or eliminate the Hazard to minimise the risk to people. List the actions you have done to achieve this.</p> <p>Otherwise, leave blank.</p> <p></p>	<p>Enter specific details as to what has been done to remove the hazard.</p>
<p>What additional actions do you think are required to remove the Hazard?</p> <p> List any suggestions you may have for reducing or eliminating the Hazard e.g. re-design mechanical devices, procedures, training, maintenance work, documentation, etc.</p> <p></p>	<p>Enter specific details to recommend actions to remove the hazard.</p>
<p>Click the draft icon  Draft to save your hazard as a draft. You can access your draft by clicking on the Home button located on the top right hand side of the page. Then click on your draft hazard link located in the information panel located on the left hand side of the screen.</p> <p>Click the  Submit icon to submit the hazard.</p> <p>You will be given a reference number, and an email will be sent to the Person Responsible</p>	