USER GUIDE

ACCIDENT/INCIDENT AND NEAR MISS REPORTING SYSTEM

ALL EMPLOYEES

1. To report an accident/incident or near miss please go to Health & Safety’s webpage (www.sheffield.ac.uk/hs) and click on Accident Report Form as shown in the diagram below:

2. Enter your University username and password.
3. **Report an Accident/Incident**

![Accident/Incident Reporting](image)

4. **Complete and submit the form**

**HEAD OF DEPARTMENT**

1. If you are the Head of Department (this must be stated in the CiCs Incident Contacts system).

2. If an accident/incident is reported by a member of your staff, you will be copied into an email (see below) that will be sent to your Departmental Safety Officer(s) (DSO). The email requests that the DSO implements a local investigation and record their findings on to the system. It is vital that all your DSO's are registered on the CiCs Incident Contacts system, if this is not the case you as the Head of Department (HOD) will be expected to perform the investigation as only HODs and DSOs have access to the incident data for your Department. (Access rights cannot be granted to any other person).
Email that is sent to HODs and DSOS:

From: Accident/Incident Reporting system <no-reply@sheffield.ac.uk>
Date: 13 August 2013 15:38
Subject: AIR system: Please take action - a person from your department has been injured

Dear [LIST OF DSO’S],

This is an automatic notification that a person [EMAIL ADDRESS] from your department has been injured. A brief summary of the incident is as follows:

[SUMMARY]

Please now implement a local investigation and record the findings on our system. Please log in at https://accident-reporting.demo.aspjobsy.co.uk/ to view the full details and record the findings of your local investigation.

For any advice and support - please contact safety@sheffield.ac.uk

Regards,

Health & Safety, The University of Sheffield

3. As HOD you can enter the system at any time to view any past or present accident/incident.

**DEPARTMENTAL SAFETY OFFICER** or **HEAD OF DEPARTMENT IF NO DSO IS ASSIGNED**

1. If you are the Departmental Safety Officer (this must be stated in the CiCs Incident Contacts system, if you are unsure, please contact your HOD).

2. If an accident/incident is reported by a member of staff within your Department, you will be sent an email (see below), your HOD will be copied in. The email requests that you the DSO implements a local investigation and record your findings on to the system. Please note if someone has an accident/incident within the area of the building that your Department occupies, then you may also be informed and required to identify any obvious cause eg. floor defect requiring repair.
Email that you will receive:

From: Accident/Incident Reporting system <no-reply@sheffield.ac.uk>
Date: 13 August 2013 13:38
Subject: AIR system: Please take action - a person from your department has been injured

Dear [LIST OF DOCS],

This is an automatic notification that a person ([EMAIL_ADDRESS]) from your department has been injured. A brief summary of the incident is as follows:

(SUMMARY)

Please now implement a local investigation and record the findings on our system. Please log in at [https://accident-reporting.demo.epigenesis.co.uk/] to view the full details and record the findings of your local investigation.

For any advice and support - please contact safety@shef.ac.uk

Regards,

Health & Safety, The University of Sheffield

3. Please log in to the system as requested in the email. You will then see a screen similar to the one below, please click on the review button.
4. Please review the accident/incident and attach any relevant documents.

Attachments

Please provide any attachments you feel are relevant, this can be a photo, video or document (Word or PDF).

Add Attachment

Attachments for departmental and Health & Safety use

Please provide any attachments you feel are relevant, this can be a photo, video or document (Word or PDF).

Add Attachment

5. You must then complete the sections below. If the accident/incident was minor and required no investigation, you must still write something in the sections below eg. ‘accident/incident acknowledged, no further action required’.
6. Once you are happy that the above information is correct, please tick the box under your name and submit the report.

7. The report will then automatically be sent to Health & Safety to action and will move from ‘Reports requiring immediate attention’ to ‘Reports pending H&S review’. If health and safety request any further information it will then move back into ‘Reports requiring immediate attention’.
8. As DSO you can enter the system at any time to view any past or present accident/incident.