Incident Reporting System User Guide - Incident Investigation

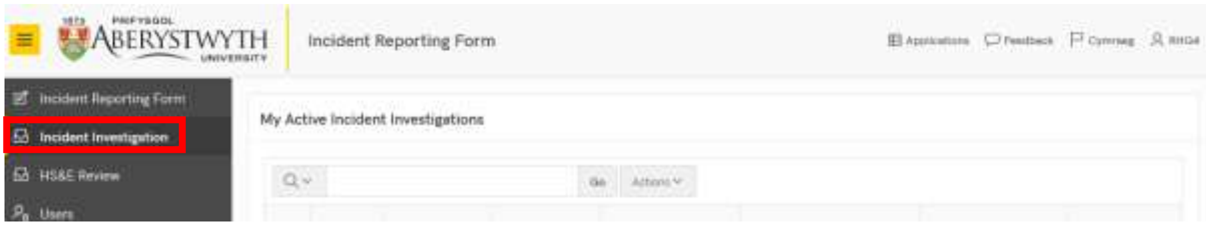
Note: This guidance should be read in conjunction with G012 Incident Investigation Guidance, which is available at: https://www.aber.ac.uk/en/hse/documents/.

Upon notification that an incident report form has been submitted for their Faculty or Department, users can complete the incident investigation system by accessing the online incident reporting system. To access the system, log into https://myadmin.aber.ac.uk using your University username and password.

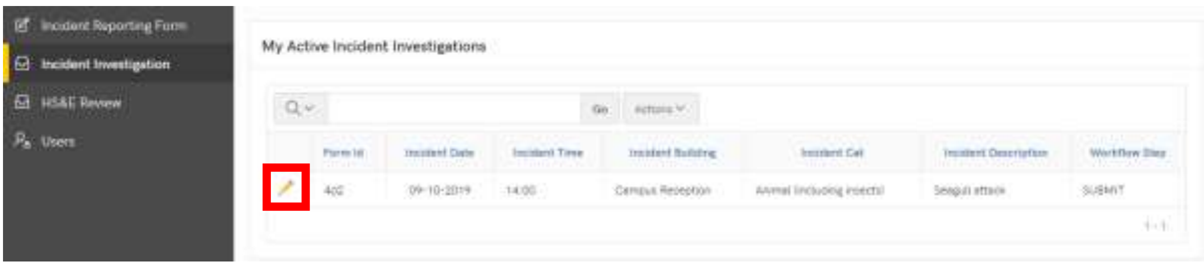
Select the icon named 'Incident Reporting Form' on the 'Apex Applications' page:

Note: Users required to undertake and record the findings of incident investigations within their Faculty or Professional Service Department will require additional permissions to access this part of the incident reporting system. For further information, or to amend user permissions within the Faculty and/or Department, please contact the Health, Safety and Environment Team at hasstaff@aber.ac.uk or on extension 2073.

To view the incident report forms requiring investigation within their Faculty or Professional Service Department, users should click the 'Incident Investigation' option on the navigation panel located on the left-hand side of the screen.



Incidents requiring investigation will be displayed on this page, under 'My Active Incident Investigations', with the unique identifier displayed.

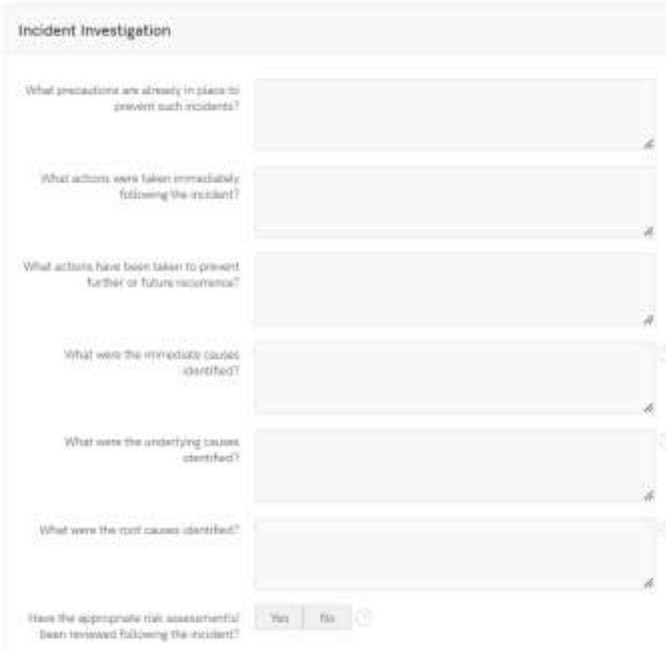


To complete the investigation section for a particular incident report form, click on the pencil symbol located to the left of the unique form identifier. Users will be provided with an overview of the following fields from the original incident report form:

- Form ID
- Incident date
- Incident Time
- Location of Incident

- Category of incident
- Description of circumstances
- Details of Affected Person

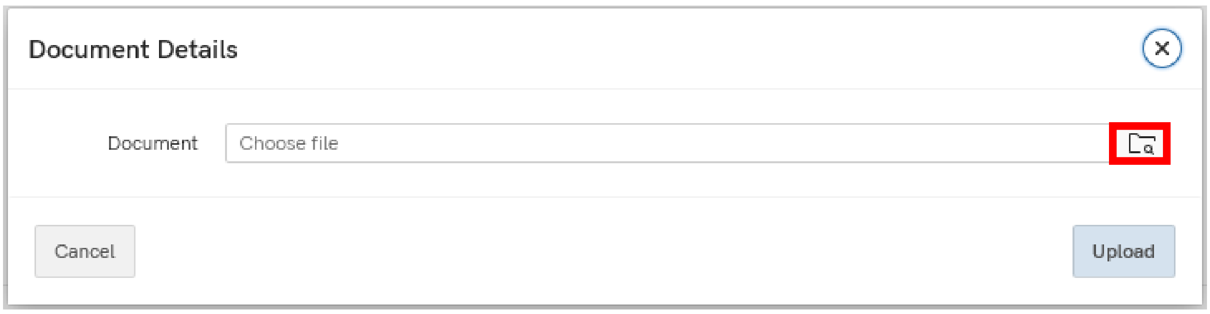
Users will then be prompted to complete the following sections of the incident investigation form. Guidance to assist users with the information required for each field is available at: https://www.aber.ac.uk/en/hse/proc-prac/incident-reporting/investigation/.



To save any details provided (without submitting the form), users should click the ‘Save as Draft’ button located on the bottom of this section.

Users can upload supporting evidence and documents in respect of the incident investigation. The system can support any files types, and multiple documents can be uploaded for the same incident. To do so, users should click on the ‘Upload Document’ button under the ‘Any Supporting Evidence / Documents’ banner located towards the bottom of the page.

On the resulting screen, users should click the ‘Choose File’ button, and select the required file from the relevant folder.

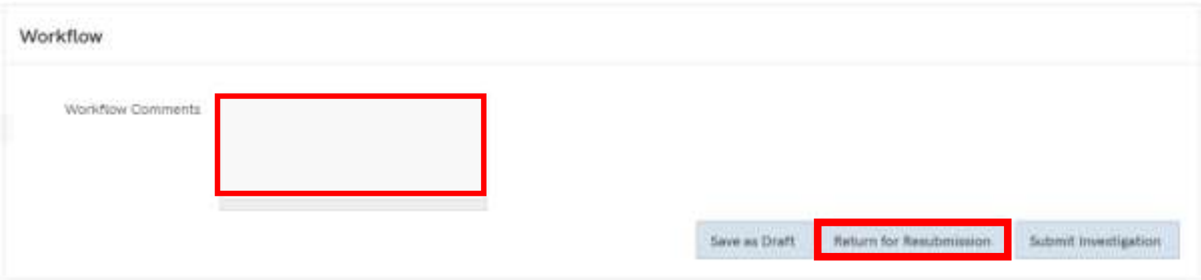


Once selected, click the ‘Upload’ button.

Note: Users can only upload one document at a time during this process. To upload multiple documents for a particular incident investigation, the upload processes will need to be repeated for each document.

Once all sections have been completed, and relevant documentation uploaded, users should submit the incident investigation by clicking the 'Submit Investigation' button.

In the event that the incident report form has not been accurately or satisfactorily completed, users can also return to the incident report form to the user who originally submitted the incident report form for resubmission by clicking the 'Return for Resubmission' button. Comments requiring addressing through resubmission should be provided in the 'Workflow Comments' box.



Users will be able to view the incident investigations that they have submitted, the details for which will be displayed, with their unique identifier, under the 'My Completed Incident Investigations' banner.