



Incident Report Training

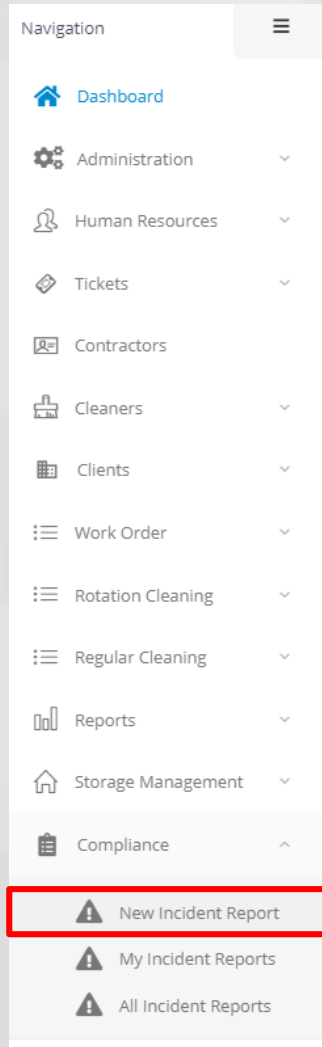
25/10/2019



Welcome to
QCC Training!



How to open a New Incident Report in Boomerang



*The system will automatically fill the
Creators name, contact and date*

New Incident Report

[Home](#) / [Compliance](#) / [New Incident Report](#)

Creator Name

Poppy Wang

Creator Phone

NO PHONE

Creation Date

24/10/2019 09:45:44

[+ Incident Details](#)[+ Accident Details](#)[+ Injury Details](#)[+ Environmental Details](#)[+ Other Details](#)☐ I confirm all the information above is correct and can be use by the Company[Save](#)[Save and Send](#)

The Incident details have two mandatory fields:
Place of the Incident and Date of the Incident

Incident Details

Place of Incident *

Please select one or start typing

Date of Incident *

__/__/__

Time of Incident

Witness Check

☐ Is the Witness You? If yes do not fill the Witness Person Details

Witness Name

Witness Phone

Witness Document Number

Client - Portfolio - Site

Please select one or start typing

Address Of Incident

***If you tick this box, the system will automatically fill the witness information.
Don't fill it unless you are a witness!
If witness is not you, place details of witness in the specific area.***



Incident Details

Place of Incident*

Please select one or start typing

Date of Incident*

__/__/__

Time of Incident

Witness Check

☐

Is the Witness You? If yes do not fill the Witness Person Details

Witness Name

Witness Phone

Witness Document Number

Client - Portfolio - Site

Please select one or start typing

Please select one or start typing

Department of Justice and Attorney-General Department of Justice and Attorney - Courthouse Bundaberg Courthouse - Cleaning Services Department of Justice and Attorney-General Department of Justice and Attorney - Courthouse Magistrates Courts Service - Beaudesert VIVID PFM - Red Cross Rockhampton PFM - Red Cross Rockhampton VIVID PFM - Red Cross Rockhampton Red Cross Rockhampton Cambridge st VIVID PFM - Red Cross Rockhampton Red Cross - Mount Gambier SA



You need to identify which type is your incident!



We have four types of Incident Report:

1) Traffic Accident

2) Injury

3) Environmental

Fuel Spill

Chemical Spill

Dirty Water Release

Uncontrolled Air Emissions

Oil Spill

Excessive Noise

Fauna Injury

4) Other

Vegetation Damage

Theft

Property Damage

Security Breach

Plant/Equipment Damage

Verbal/Physical Abuse

Other

Let's talk about each type



Accident Details:
To be use in case of car accident

*It requires the name and the drive's licence of
each driver and the vehicle Registration.*

– Accident Details

Driver's Name

Driver's License

First Vehicle Rego

Second Driver's Name

Second Driver's License

Second Vehicle Rego

Injury Details:

To be use in case of someone getting injured.

- Injury Details

Injury Person Check

☐ Is the Injured Person You? If yes do not fill the Injured Person Details

Injured Person Name

Injured Person Phone

Injured Person Document Number

Medical Treatment Provided

Please select one or start ... ▾

Did the person stop work?

☐ Yes ☒ No

Did the person returned to work?

☐ Yes ☒ No

Did the person has a medical certificated?

☐ Yes ☒ No

Date Work Ceased

Time Work Ceased

Cause of Injury

Location of Injury

Upload Attachments

If the injured person is the one who is filling the report, just tick the check box and the system will fill the information automatically

If the injured person is not the one who is filling the report, complete the name, phone and document of the injured person

Select which Medical Treatment was provide and answer the questions below

Cause of injury -> What caused the injury

Location of injury -> Which part of the body got hurt?

You can upload the pictures showing the injury or, if you are with your Cellphone, you can take picture of the injury

Environmental Details:
To be use in case of damage to the environment

– Environmental Details

Category Environmental Incident

Has the cause been isolated or eliminated? ☐ Yes ☒ No

What action has taken to eliminate the impact?

Is further action required? ☐ Yes ☒ No

If yes, what further action is required?

Upload Attachments

Select the environmental incident category and answer the questions below

You can upload the pictures showing the environmental incident or, if you are with your Cellphone, you can take picture of the incident

Other Details:

To be use when the incident doesn't match with any previous incident

- Other Details

Category Other Incident

Provide other information if needed

Has the cause been isolated or eliminated? ☐ Yes ☒ No

What action has taken to eliminate the impact?

Is further action required? ☐ Yes ☒ No

If yes, what further action is required?

Upload Attachments

Vegetation Damage

Theft

Property Damage

Security Breach

Plant/Equipment Damage

Verbal/Physical Abuse

Other

Select the other incident category and answer the questions below

You can upload the pictures showing the other type of incident or, if you are with your Cellphone, you can take picture of the incident

***You can select more than one
incident type for the same incident***

+ Accident Details



+ Injury Details



+ Environmental Details



+ Other Details





Example:

Did you have a traffic accident with vegetation damage, and someone got hurt?



You need to fill:

- Accident Details		
Driver's Name	Driver's License	First Vehicle Rego
<input type="text"/>	<input type="text"/>	<input type="text"/>
Second Driver's Name	Second Driver's License	Second Vehicle Rego
<input type="text"/>	<input type="text"/>	<input type="text"/>

+ Injury Details

- Other Details

Category Other Incident

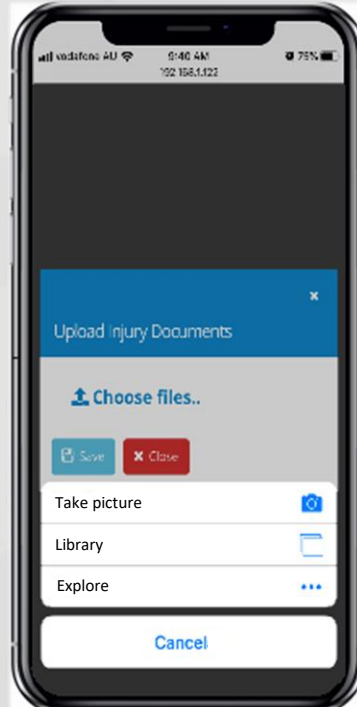
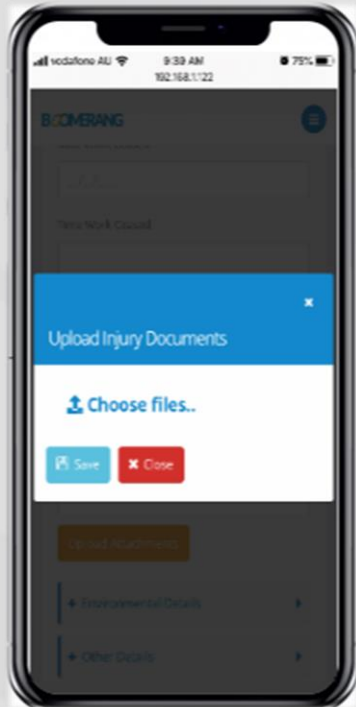
Vegetation Damage

Upload Attachments

*In Computer: You can just upload photos
In Cellphone: You can upload or take photos*

*You need to press "Upload Attachments" Button and select the file or
choose to take picture*

*How to upload
pictures of the
incident?*



Remember, you can save the report any time you want and can return to the Compliance area and edit the report into "My Incident Reports"



- Compliance
- New Incident Report
- My Incident Reports**
- All Incident Reports

My Incident Reports

Home / Compliance / My Incident Reports

10 records per page

Search...

Creator Name	Client	Portfolio	Site	Address Of Incident	Date of Incident	Injury Incident	Environmental Incident	Other Incident	Action
Poppy Wang	QUAYCLEAN AUSTRALIA PTY LTD	QuayClean	Office (ECU) - Administration Office (Dayboro)		24/10/2019 15:15:09	✓	✓	✓	
Poppy Wang	W.G MALONE & PICKWICK GROUP PTY LTD & PICKWICK SECURITY SERVICES PTY LTD	TCC - Townsville	Toilet Block - Townsville Recreational Boat Park		24/10/2019 15:16:26	✓	✓	✓	

Previous 1 Next



*After you have filled all the fields,
you need to tick the Confirmation Box*

☒ I confirm all the information above is correct and can be use by the Company

and "Save and Send".

Save and Send

It will be automatically send to the Compliance manager.

He will be the only one capable to fill the Compliance Action,

Compliance Action

Is it a notifiable incident?

☐ Yes ☒ No

Incident Investigated?

☐ Yes ☒ No

Root Cause Completed?

☐ Yes ☒ No

NCR Required?

☐ Yes ☒ No

Review Completed?

☐ Yes ☒ No

General Comments

☒ I confirm all the information above is correct and can be use by the Company

Solve

Re-Open Incident

to solve and to Re-Open the incident.



Remember

If you want to send any report to someone in the Company, you can use the button “Send Final Report”,

 Send Final Report

in the report view, and the person will receive an e-mail with the report link to access.

How is my incident report progressing?

The system will automatically send an e-mail to the compliance manager as soon as the Creator press the "Save and Send" button and, as soon as the compliance manager Solve or Re-Open the incident, the creator will receive an e-mail too. Additionally, you can look your incidents in "My incidents reports" area in anytime you want.



Thank you
for watching the
QCC Training!

