

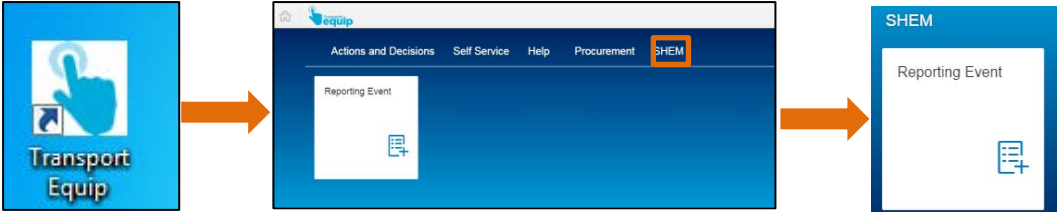
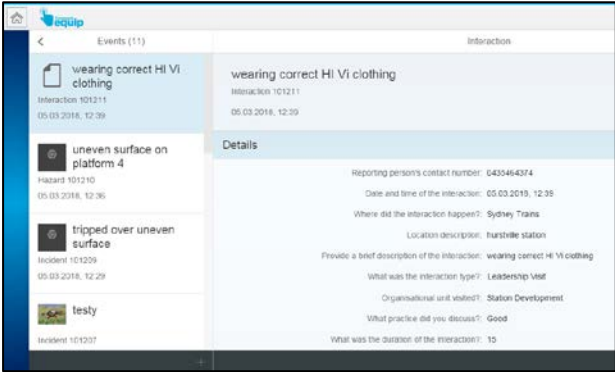

Quick Reference Guide

SHEM: Raise a Hazard



This guide demonstrates how to raise a SHEM Hazard.



Raise a Hazard	
Step 1	<p>From the Transport Equip application, click on SHEM then click on the Reporting Event tile</p> 
Step 2	<p>The SHEM Event page is displayed</p> 
Step 3	<p>Click the + sign at the bottom of the screen to create a New Hazard</p> 
Step 4	<p>The New Hazard Page is displayed</p>

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	<div> <div>Reporter phone: <input type="text" value="Enter reporting person's contact number as 0412345678 or 87654..."/></div> <div>Hazard date/time: <input type="text" value="21.11.2018, 13:30"/> </div> <div>Hazard location: <input type="text" value="36-46 George St, Burwood"/> </div> <div>Location description: <input type="text" value="Further describe the location if necessary"/></div> <div>Brief description: <input type="text" value="Describe the hazard"/></div> <div>Immediate actions: <input type="text" value="Describe the immediate actions"/></div> <div>Hazard category: <input type="text" value="Anti-social Behaviour"/> </div> <div>Reporter's activity: <input type="text" value="Train Control"/> </div> <div>Activity observed: <input type="text" value="Select observer activity"/> </div> <div>Treatment target date: <input type="text" value="dd.MM.yyyy"/> </div> <div>Hazard manager: <input type="text" value="Hazel Engutan"/> </div> <div>Unsafe/Poor Practices: <input type="text"/> </div> </div>
Step 5	<p>Complete the following Who, When and Where fields:</p> <div> <div>Reporter phone: <input type="text" value="Enter reporting person's contact number as 0412345678 or 876..."/></div> <div>Hazard date/time: <input type="text" value="02.05.2018, 13:18"/> </div> <div>Hazard location: <input type="text" value="Hazard location"/> </div> <div>Location description: <input type="text" value="Further describe the location if necessary"/></div> </div> <p>Use the Search icon to search and select a location</p>
Step 6	<p>Complete the What fields: A description and immediate actions taken after the event</p> <div> <div>Brief description: <input type="text" value="Describe the hazard"/></div> <div>Immediate actions: <input type="text" value="Describe the immediate actions"/></div> </div> <p>Tip! The Brief Description is the hazard title reference and often appears in reports.</p>

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Step 7	<p>Complete information about what type of hazard it is and the Treatment target date. Select options from the drop down list</p> <div data-bbox="300 432 1339 640"> <p>Hazard category: <i>Select hazard type</i> </p> <p>Reporter's activity: <i>Select hazard activity</i> </p> <p>Activity observed: <i>Select observer activity</i> </p> <p>Treatment target date: <i>dd.MM.yyyy</i> </p> </div>
Step 8	<p>The Hazard Manager defaults to the one-up line manager of the person entering the hazard.</p> <div data-bbox="300 748 1067 804"> <p>Hazard manager: Hazel Engutan </p> </div> <p>Click on the Search icon to change the Hazard Manager. Enter their First name and Last name then press Enter.</p> <div data-bbox="300 880 544 1229"> <p>Person Search List</p> <p>Search </p> <p>(None)</p> <p>Brigid Logue (00700688) Employee</p> <p>Fahang Effatmaneshnik (00711548) Employee</p> <p>MARK BARNES (00712332) Employee</p> <p>Smitha Nair (00715280) Employee</p> <p>Howard Collins (00910000) Employee</p> <p>Craig McPherson (00996136) Employee</p> <p>Cancel</p> </div>
Step 9	<p>Add one or more Unsafe/Poor Practice from the drop down list</p> <div data-bbox="300 1299 745 1662"> <ul style="list-style-type: none"> <input type="checkbox"/> People - Actions <input type="checkbox"/> People - Body position and use <input type="checkbox"/> People - Fitness and duty <input type="checkbox"/> People - Other <input type="checkbox"/> Plant & Equipment - Tools & Equipments <input type="checkbox"/> Plant & Equipment - Work area <input type="checkbox"/> Plant & Equipment - Other <input type="checkbox"/> Practices - Communication <input type="checkbox"/> Practices - PPE <input type="checkbox"/> Practices - Procedure <input type="checkbox"/> Practices - Other <input type="checkbox"/> Exposure to Hazard </div>
Step 10	<p>Click on the add photos icon to add any photos if required </p>
Step 11	<p>Click the Submit button to complete and submit the form </p>
Step 12	<p>The Hazard number is displayed in a popup. Notifications are sent to the nominated Responsible Person or the one-up Line Manager of the Reported by person if no Responsible Person was selected</p>