



Report a Safety Incident by Scanning the QR Code

Overview

This page explains how to use a mobile phone to report a safety incident such as a slip or fall.

This process allows anyone to report an incident or concern just by scanning a QR code and typing some details on their phone. **You do not need a username or password to do this.**

The aim is to provide a simple process for everyone to use easily while providing enough information to allow for follow up action.

Scope

The reporting process can be used by everyone including hall hirers, church members and visitors to Uniting Churches across the Queensland Synod.

What you will need

You will need:

- A mobile phone
- A copy of the Speak Up poster or business card. If you don't have access to one, you can scan the QR code below.



Scan the QR Code

Scan the QR code either on the poster or business card or the one above.

The incident report form will open on your phone.

There are four sections to complete:

- Details
- Person
- Safety Assessment
- Affected Person's Details.

Details

Enter details for:

- **Your name** – the person reporting the incident.
- **Contact Number** – so someone can follow up with you.
- **Email address** – if you include an email address, the system will send you a confirmation email.
- **Location** – click in the field and start typing the name of your congregation e.g. *Bundaberg Uniting Church*. The system will automatically fill in the rest of the name.
- **Incident type** - select Incident.

This document is uncontrolled when printed.



Instructions

- **Details** – describe what happened.
- **When did this happen** – include date and time.
- **Does this affect a** - choose **Person**.

The screenshot shows the 'New Report' form with the 'Details' section expanded. The form includes a 'Status - Draft' header with a 'Submit' button. The 'Details' section contains the following fields:

- Your name:** Jane Newton
- Contact Number*:** 0408 278 120
- Email Address:** jnewton@mail.com
- Location:** Bundaberg Uniting Church (with a search icon and a clear button)
- Incident type:** Three radio button options: 'Incident - Something happened' (selected), 'Hazard - Something could happen', and 'Near Miss - Something nearly happened'.
- Details:** A text area containing 'Slipped on wet floor and hurt wrist in fall.'
- When did this happen?:** A date and time picker showing '3 Jun 2024 at 11:10 AM' with a clear button.
- Does this affect a:** Two buttons: 'Person' (selected) and 'Property'.

Figure 1: Details section

Person

- **Was the person or could the person have been** – Choose Injured or unwell.

The screenshot shows the 'Person' section of the form, which is expanded. It contains a question: 'Was the person or could the person have been'. Below the question are two buttons: 'Injured or unwell' (selected) and 'Neglected or harmed'.

This document is uncontrolled when printed.



Instructions

Safety Assessment

- **Is or was anyone in danger?** – was there a danger to anyone such as live electrical current or fire etc.?
- **How was the danger addressed?** – if there was such a danger, how did you deal with it?
- **Were other people removed from the situation?** – did you need to move anyone away from the danger?
- **Was an ambulance called?**
- **Were the police called?**

The screenshot shows a digital form titled "Safety Assessment" with a dropdown arrow in the top right corner. The form contains the following sections:

- Is or was anyone in danger?** with two buttons: "Yes" (light blue) and "No" (dark blue).
- How was the danger addressed?** followed by a horizontal line for text input.
- Were other people removed from the situation?** with two buttons: "Yes" (light blue) and "No" (dark blue).
- Was an ambulance called?** with two buttons: "Yes" (light blue) and "No" (dark blue).
- Were the police called?** with two buttons: "Yes" (light blue) and "No" (dark blue).
- Other information** at the bottom.

Affected Person's Details

Name – the name of the affected or injured person.

Contact Number – the affected or injured person's phone number.

Email Address – the affected person's email address.

Affected Person is unknown – tick this box if nobody knows the affected or injured person.

Severity – choose a level of severity from the list. Because we're dealing with someone's health, note the first part of each statement and base your choice on the first part of the statements e.g. first aid.

The severity options are:

- **Fatality/total loss fire** – choose if someone has lost their life in the incident.
- **Hospital admission/major fire damage** – choose if the affected person has been admitted to hospital.
- **Medical treatment/minor fire damage** – choose if the affected person needed to be treated or assessed by a doctor.
- **First aid/blew a fuse** – choose if only first aid was needed.
- **No first aid needed/burnt the toast** – choose if no first aid was needed.
- **Person exposed to serious risk or harm** – certain events are classified as [Dangerous Incidents](#) and need to be handled in accordance with law. Check the [Worksafe Qld](#) page for more detail.



Instructions

Affected Persons Details 

Name
Meredith Feeney

Contact Number
0418 255 955

Email Address
mfeeney@email.com

Affected person is unknown
☐

Severity
No first aid needed/burnt the toast 

Save

Click **Save** or **Save and Close** at the bottom. Either option will ensure your report is saved.

Follow up

The details of your report will be forwarded to different people depending on the severity.

For minor incidents not needing first aid or medical treatment, the system will notify a congregation minister, church council chair or the equivalent.

If anyone is admitted to hospital or in the event of a person exposed to serious risk or harm, the Synod Office will be notified and will work with you.

If you have included an email address in the *Details* section, the system will send you a confirmation email.

Contacts for serious incidents

You can call the Synod Office on the numbers below instead of using the QR code process or if your incident is more urgent or serious.

- Injury and illness – 07 3377 9870
- Synod after hours urgent matters – 07 3377 9706

Revisions

Document number					
Version	Approval date	Approved by	Effective date	Policy owner	Policy contact
2.0	01.07.2026	Program Manager (Insurance, Inspection and Support)	01.07.2026	General Manager – Risk & Insurance	Program Manager (Insurance, Inspection and Support)
Next scheduled review		01.07.2028			

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