



Report a Safety Incident with a Link on a Computer

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 clicking a link and typing some details on their computer. **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 computer

Link

Click the [link to report new incident](#).

The incident report form will open on your computer.

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



Instructions

New Report

Details

Your name

Jane Newton

Contact Number *

0408 278 120

Email Address

jnewton@mail.com

Location - type location e.g. Bundaberg Uniting Church

Bundaberg Uniting Church

Report type

☒ Incident - Something happened

☐ Hazard - Something could happen

☐ Near Miss - Something nearly happened

Details

Slipped on floor and hurt wrist in fall.

When did this happen?

03/06/2024 11 : 10 AM

Does this affect a

☒ Person ☐ Property

Figure 1: Details section

Person

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

Person

Was the person or could the person have been

☒ Injured or unwell ☐ Neglected or harmed

Figure 2: Person section

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?**



Instructions

Safety Assessment

Is or was anyone in danger?

☐ Yes ☒ No

How was the danger addressed?

Were other people removed from the situation?

☐ Yes ☒ No

Was an ambulance called?

☐ Yes ☒ No

Were the police called?

☐ Yes ☒ No

Other information

Figure 3: Safety Assessment section

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. Select based on the first part of each statement 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.

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

This document is uncontrolled when printed.



Instructions

Figure 4: Affected Person's Details section

Save

Click **Save** at the bottom.

Thank you

Your information will be assigned for action. If you provided an email address, you will receive an email confirmation.

Cancel Save

Figure 5: Save your incident report

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 above 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			