

Reporting a Hazard in Donesafe

If you identify a hazard at your worksite it should be reported so that actions can be taken to minimise the risk of an incident happening. If you do not have log in details, hazards can still be reported directly via:

https://ccesi.donesafe.com/module_records/public_new?module_name_id=12.

New Hazard Register

Hazard Title *
Provide a short description of the hazard (used for reporting and search)

Hazard source *
Select...

Date and Time Hazard was Identified *
Select Date and Time

Workplace *
Type here to search for locations

Description of the hazard *

Immediate Actions Taken

Reported By
Type here to search for people + Add New

Attachment
 Drop files here or click to upload

Please sign

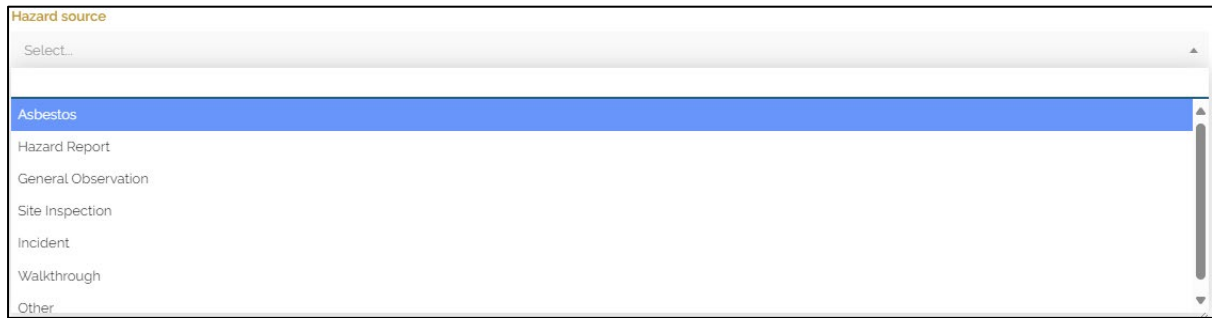
Complete

1. Hazard Title

Hazard Title *
Provide a short description of the hazard (used for reporting and search)

Enter a short description of what was identified. The title should be clear enough to recognise what the hazard is, but not have too much detail. This is a free text field so click in the empty box and type.

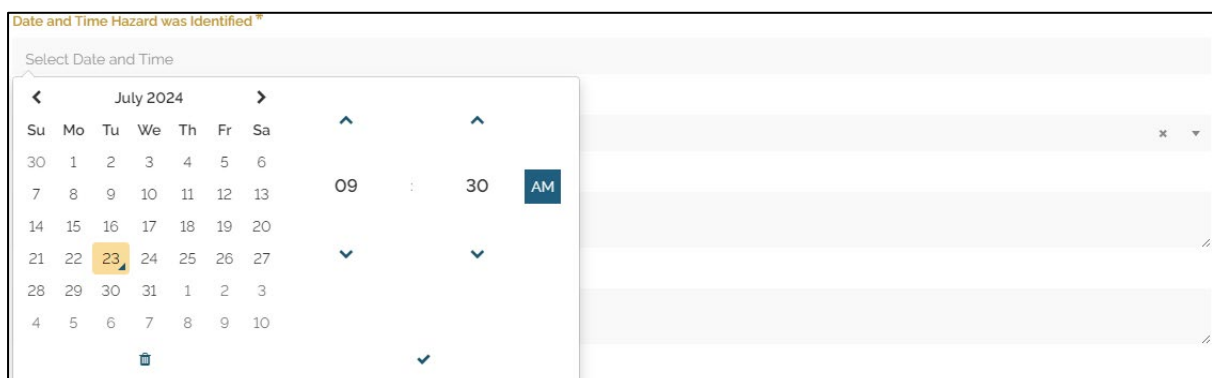
2. Hazard Source

A screenshot of a web form titled "Hazard source". Below the title is a dropdown menu with a "Select..." placeholder. The menu is open, showing a list of options: "Asbestos", "Hazard Report", "General Observation", "Site Inspection", "Incident", "Walkthrough", and "Other". The "Asbestos" option is currently selected and highlighted in blue.

Record how the hazard was recognised. This is a drop down section, so click on the box and select the most appropriate option:

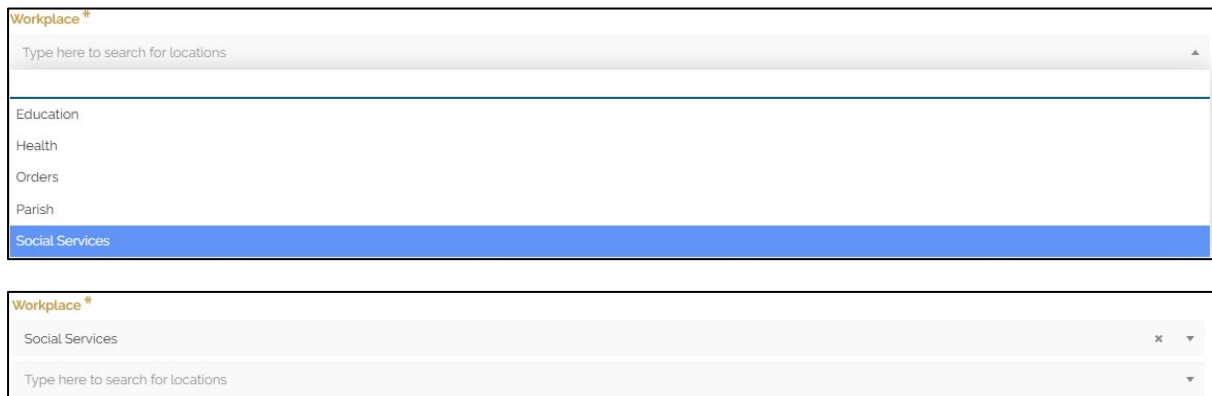
- Asbestos - if the hazard is asbestos, asbestos containing material, or suspected asbestos.
- Audit - a non-conformance report identified through an audit. Mostly used by CSaIM Safety Business Partners after an audit.
- Incident - the hazard was identified as a result of an incident report.
- General Observation - someone identified the hazard while going about their usual business in the workplace.
- Site Inspection - a workplace inspection or similar process of identifying hazards in the workplace.
- Walkthrough - an informal inspection of the workplace.
- Other - if this option is selected then a box will appear requiring further information about how the hazard was identified.

3. Date and Time Hazard was identified

A screenshot of a web form titled "Date and Time Hazard was identified". Below the title is a "Select Date and Time" button. A calendar and time selection interface is open. The calendar shows July 2024, with the 23rd selected. The time selection interface shows "09" for the hour and "30" for the minute, with "AM" selected. There are up and down arrows for adjusting the hour and minute, and a tick icon at the bottom right to confirm the selection.

Click in the box to show the calendar and time options. Use the arrows next to the month to move between months, and click on the date to select it. Then select the time by clicking on the arrows above or below the hour and minute to select the appropriate time. Morning and afternoon times can be selected between AM and PM option. Once the date and time are accurate, click on the tick icon to select it.

4. Workplace



Workplace*

Type here to search for locations

Education

Health

Orders

Parish

Social Services

Workplace*

Social Services

Type here to search for locations

****Important****

Enter the worksite that you are based in for this section.

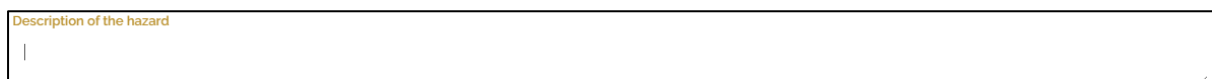
Click in the box to show the drop down to select your worksite. The first box will always choose from the Sector (eg Education, Health, Parish, Social Services). Once selected, another drop down will appear which will allow you to select the organisation name (eg the school, health site, parish, etc) that you work for.

Additional drop downs may appear if there are multiple sites associated with your worksite.

You can start typing to search the list for the name you are looking for.

Notification of the hazard is determined by this section. Entering the wrong details may result in the hazard not notifying the appropriate people.

5. Description of the hazard



Description of the hazard

Free text field to put information about the hazard. This can contain more detail about the hazard, the location and the potential impact.

6. Immediate Actions Taken



Immediate Actions Taken

If any immediate actions were taken to fix or make the hazard safe, they are reported in this free text field.

7. Reported By

Reported By	
First name	Last name
<input type="text" value="First name"/>	<input type="text" value="Last name"/>
Email	Best Contact Number
<input type="text" value="Email"/>	<input type="text" value="Best Contact Number"/>

If you are logged in, you can select your own name as the person reporting the incident. If the person reporting does not have a way to log in to the database, then they will need to use the Add New option (unless they have entered their name previously).

When adding a new person, click on the Add New option, then enter the person's first name and last name. An email address and phone number can be included if necessary.

8. Attachment

Attachment
 Drop files here or click to upload

Any photos, images or other documents can be included with the report. They can be dragged and dropped into the relevant space, or clicking on the text will open a folder, then navigate to the relevant file and select 'open' to attach it.

9. Please Sign

Please sign


Use computer mouse to sign or record completion of the hazard.

10. Complete

Complete

Press the 'Complete' button to finalise the report and submit it. Once completed an email will be sent to the relevant people (determined by the Workplace section) advising that a hazard has been reported.