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.

1. Hazard Title

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.
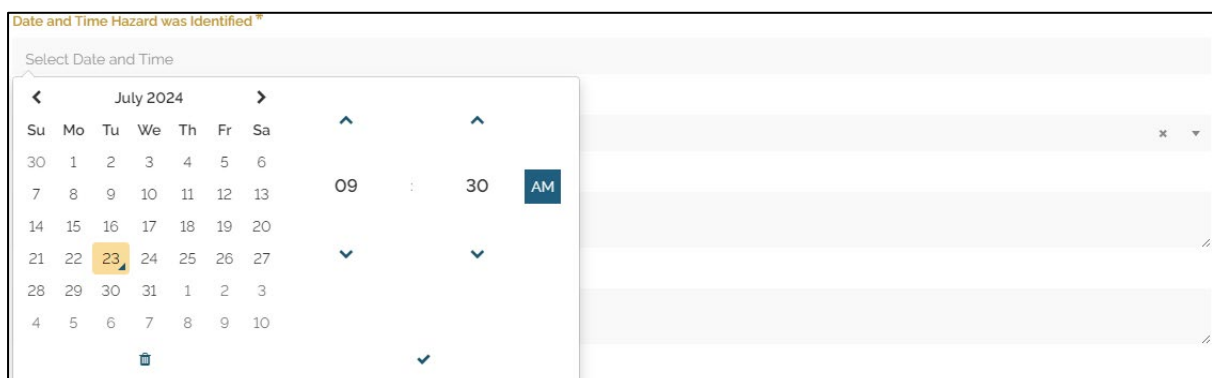
2. Hazard Source

Record how the hazard was recognised. This is a drop down section, so click on the box and select the most appropriate option:
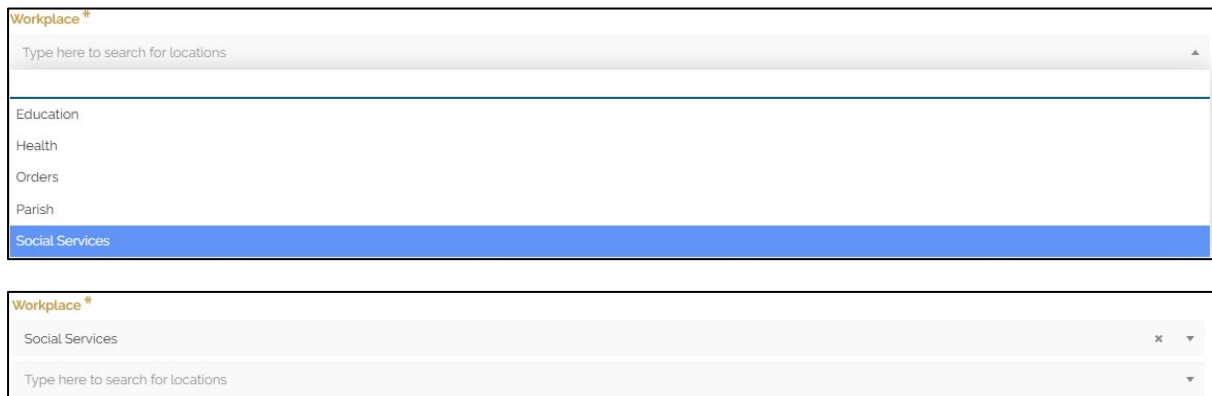
- Asbestos - if the hazard is asbestos, asbestos containing material, or suspected asbestos.

- 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

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.
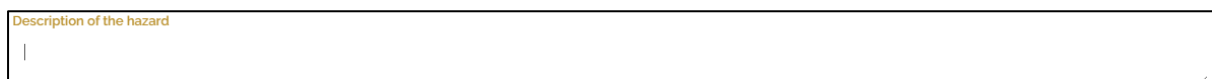
4. Workplace

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

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

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

7. Reported By

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

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

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

10. 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.