

## What and When Should Incidents or Accidents be Reported?

Any incident, injury, illness or related health and safety concern at the University of Auckland must be reported **on the same day they occur**. if it occurs:

- On Campus
- At a UoA controlled entity e.g. offsite store or work location
- At a "Work from home space", if the incident is work-related
- While taking part in any University-sanctioned activity or field trip (including when overseas or during maritime work)

These include:

- Injuries or illnesses
- Incidents or near-misses with the potential for harm to persons
- Health and Safety observations (safe/positive or unsafe/hazardous)
- Gradual process injuries, noise-induced hearing loss or dermatitis. Note that you should record these injuries when you first notice the symptoms or suspect you have them
- Any time you have sought treatment from a medical provider e.g. doctor, physio, for an injury that may be deemed work-related

## How to Report

When an accident or incident happens, regardless of whether an injury has occurred, the process is:

- Notify your manager or academic leader immediately afterwards, and if appropriate the person in charge of the area where the incident occurred
- Complete an injury/incident report **on the same day**

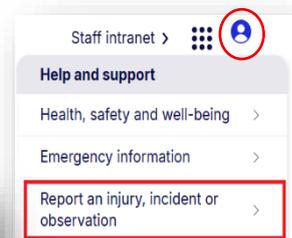
This fulfils the University's reporting obligations, enables prompt investigation, and ensures that where needed, early injury management to begin.

### Accessing the Reporting Form:

- Open the intranet and in the top right of the page click on your profile icon, then under the dropdown list which appears select 'Report an injury, incident or observation',

Or

- Select "Report Injury or Incident" on the UoA Alert App (available via your app store)



### Select the Appropriate Category:

- **Injury:** Report any injury to an employee, student, contractor or visitor during the course of work activity
- **Incident (No Injury):** Report any unplanned event or occurrence that under slightly different circumstances could have caused harm, injury, ill-health or damage
- **Observation:** Report observed safe (positive) or unsafe (hazardous) acts or conditions

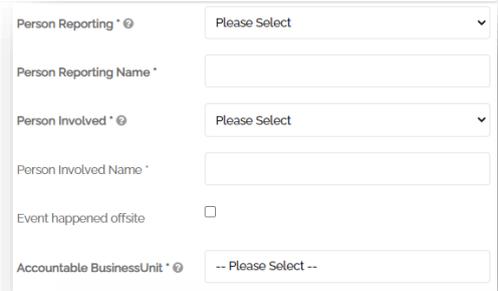
Guide to Reporting an Injury, Incident or Observation	Version: 2	Issue date: October 2025	Review Date: October 2028
Approved by: Associate Director, Health, Safety and Wellbeing		Document Owner: Health, Safety & Wellbeing Manager	
Once printed this document is uncontrolled. Health Safety and Wellbeing Management System			Page 1 of 2

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## Completing the Form

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- Complete the form, providing the required information requested
- **Do not** include people's names in the 'What Happened' section. Use initials and/or job titles
- Attach photos or any files which may be appropriate
- Once you have completed all of the required sections, click  to submit the document



Person Reporting \*  Please Select 

Person Reporting Name \*

Person Involved \*  Please Select 

Person Involved Name \*

Event happened offsite

Accountable BusinessUnit \*  -- Please Select --



Attach Photo  Drop files to upload (Or Click)

Event Files  Drop files to upload (Or Click)

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## Serious Incidents or Injuries

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- If there has been an incident resulting in, or only narrowly avoiding serious harm, preserve the scene and notify the [Health, Safety and Wellbeing \(HSW\) team](#) immediately to determine whether a formal investigation is required.
- For emergency assistance contact University Security (24 hours) via the UoA Alert app or 0800 373 7550
- **Notifiable Events:** These are serious events where someone's health or safety is endangered or threatened. Find out more about [Notifiable events](#)

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## Training

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- Training in how to report and manage incidents is available [online](#)

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## Students

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- Students should report incidents, injuries and observations to their academic supervisor or [Te Papa Manaaki | Campus Care](#)