

## ❖ INJURY/INCIDENT/HAZARD REPORT FORM FLOW CHART

This flow chart has been developed to assist those using the University Injury/Incident/Hazard Report Form. If you have any questions that have not been answered in the procedures for injury/incident/hazard report form, please contact the Health and Safety Unit on extension 3232440 or Email [maintenance@usp.ac.fj](mailto:maintenance@usp.ac.fj)

Reporting Person completes parts A, B & C  
Part C must be signed by reporting person

If the person's injury/illness has resulted in time off work or consultation with a Doctor contact the OHS Unit immediately on extension 3232440

The reporting person can be an employee, First Aider, Student, Contractor or Visitor

Form is forwarded to the appropriate Supervisor/  
Manager/Head of School

Supervisor/Manager/Head of School  
completes Parts D & E.  
This section must be signed  
by the person Parts D & E

Ensure that the Action Taken/Recommended is completed and that the form has been signed by both the Reporting Person and the Supervisor/Manager/Head of School

Original Form to be forwarded to Health  
& Safety Unit at Human Resources Department