On selecting the ‘Add Injured/Involved Person’ link the following screen will appear (see Figure 01 below). Follow these steps if the involved person was injured. If the involved person was not injured see over the page.

1. **Select Worker** – Search for and select the injured person’s name. The list of names provided in the search is regularly updated from the Active Directory (i.e. people with an active FAN). If the worker’s name cannot be found please contact WHS.

2. **Status at Time of Injury** – is the role you were in at the time of the incident. If a person was a Staff member and a Student, and was a Student at the time of the incident, then Student would be chosen.

3. **Faculty/Portfolio, School/Division** – Select where the injured person works or studies, not where the incident occurred. If the person is not connected to a Faculty or Portfolio please leave these fields blank.

4. **Injured** – If the person was injured, select ‘Yes’. The remaining questions will become active allowing you to fill in the injury details. Add Involved Person Details if required.

5. **Submit** – Select Submit. The form will close and return to the ‘New Incident Report’ where you have the option to add another Injured/Involved person or finalise the ‘New Incident Report’.

(Figure 01: Injured Person)
Add an Involved Person (not injured or witness) – Part 2 – Quick Reference

Please add contact details for other involved people who were not injured during the incident, for example witnesses or other contacts that may assist the WHS Unit with the investigation (see Figure 02 below).

1. **Select Worker** – Search for and select the person’s name that was involved in the incident but not injured, for example a witness or someone who did not sustain an injury.

2. **Status at Time of Injury** - is the role you were in at the time of the incident. If a person was a Staff member and a Student, and was a Student at the time of the incident, then Student would be chosen.

3. **Faculty/Portfolio, School/Division** – Select where the witness works or studies, not where the incident occurred. If the person is not connected to a Faculty or Portfolio please leave these fields blank.

4. **Injured** – If the person was not injured, select ‘No’. Choose Involved Person Status as either Involved but not injured or Witness and type in any additional Involved Person Details. The injury details will be greyed out.

5. **Submit** – Select Submit. The form will close and return to the ‘New Incident Report’ where you may choose to add another Injured/Involved person or finalise the ‘New Incident Report’.

(Figure 02: Involved Person)