



# Safety Monitoring System

## Coverage

This system enables active members to report on incident related to safety. An incident includes

- A recognised risk that required attention or management
- A Near miss
- An event causing damage
- An incident that resulted in the injury of one or more persons

## When to submit.

Incident reports are to be submitted as follows:

- If there is no lost time or hospital treatment or ongoing disabilities the incident should be reported as soon as you have an adequate description of the incident and its outcomes
- If there is lost time or hospital or ongoing disabilities the incident should be reported **30 days after occurrence.**

Submit incidents at <https://ggssa.forms-db.com/view.php?id=25181>

Follow up information regarding the incident should be submitted as it comes to hand

Submit follow up reports at <https://ggssa.forms-db.com/view.php?id=25687>

## Submission schedule 2018-19.

Date of occurrence	Submit before
July 2018	August 31
August	September 30
September	October 31
October	November 30
November	December 31
December	January 31
January 2019	February 39
February	March 31
March	April 30
April	May 31
May	June 30
June	July 31