

RSFAS WHS NEWS QUARTERLY – August 2018 – How to use FigTree

Figtree is the University's new workplace safety incident and hazard reporting tool. All staff and students are required to use the online reporting tool to complete an incident or hazard notification.

How do I access Figtree?

You can access Figtree

- Via the [Figtree Workplace Incident & Hazard Reporting Tool webpage](#) using the 'Login to Figtree' button;
- Through the 'Submit Incident Notification' **HR Quick Links** in [HORUS](#);
- By using the link available on the [CBE Health and Safety website](#)
- By using the link available on the [Human Resources >> Health & Safety webpage](#).

Note that login to access Figtree is the same as your HORUS details. After entering your username and password proceed to click on the blue 'Sign in' button to the right of your screen.

How do I report an incident notification?

Once you log in, by default, you should be in the Incident form. Complete all **mandatory** fields. The System will only allow you to proceed to the next screen until after all mandatory fields are completed. Please read the instructions on the left and right panels for guidance.

How do I report a hazard notification?

Once you log in, by default, you should be in the Incident form. Click on the '**Quick Menu**' button on the left side of your screen, and select the relevant one, ie 'Add Hazard.' This will redirect you to the relevant form.

Useful tips:

1. Make sure you 'save' (see bottom right corner for the 'save' button).
2. For definitions, go to the [Terms and Definition table](#) in the Figtree User Guides: Guide 3 for all people; Guide 2 for Supervisors.
3. Keep these guides open when you are filling in the form.