# Hazard Reporting – via FigTree – useful information

**Purpose of this document: to assist you with Hazard Reporting through FigTree (the ANU's incident & hazard reporting tool).**

Hazards in the workplace can lead to incidents that expose workers or other persons to a risk to their health and safety. FigTree is the tool used by the ANU to capture all relevant information regarding incidents and hazards at our workplace.

Reporting a hazard will enable it to be rectified within a suitable timeframe and will assist in preventing or reducing the risk of the hazard recurring. For example, you may notice a water spill in the kitchen or stairwell which could cause a slip or fall. You may either wipe up the water or ask CBE Infrastructure to request the cleaners to clean it up. You may notice the glass stairwell doors not locking properly, which could enable unauthorised entry after hours, in which case a Maximo job can be logged to fix. Or you may see or experience a dangerous pedestrian hazard outside the building, the reporting of which will assist in further safety measures being implemented.

**When to report a hazard?**

- **You should report a hazard at the time you identify one, or when it has been safely eliminated**.
    - When further action is required – please report this as instructed by the FigTree User Guide. The report will then go to the relevant area(s) that will take necessary action.
    - When no further action is needed – please report as instructed by the FigTree User Guide, noting that it is for **'REPORT ONLY'** (see example below).

**HOW TO REPORT HAZARDS REQUIRING NO FURTHER ACTION - EXAMPLE**

**Choose 'HAZARD' template from the drop-down list under 'Quick Menu', once you log into FIGTREE with your UNI ID and password.**



**For further questions, please contact Donna Webster or Patricia Dennis.**