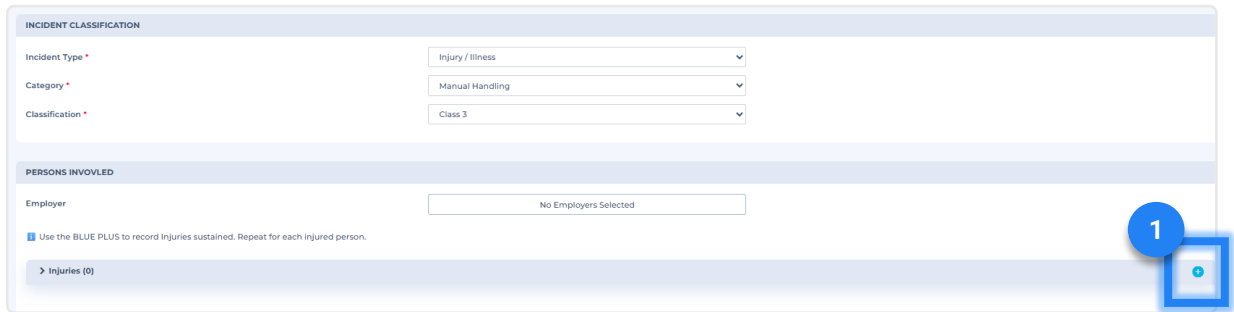


# HOW TO CREATE AN INJURY (WITHIN AN INCIDENT)

- 1 Within an Incident, when selecting Injury / Illness as the Incident Type, the Injuries section appears. Select the **blue plus**  icon.



**INCIDENT CLASSIFICATION**

Incident Type  Injury / Illness

Category  Manual Handling

Classification  Class 3

**PERSONS INVOLVED**

Employer

 Use the BLUE PLUS to record injuries sustained. Repeat for each injured person.

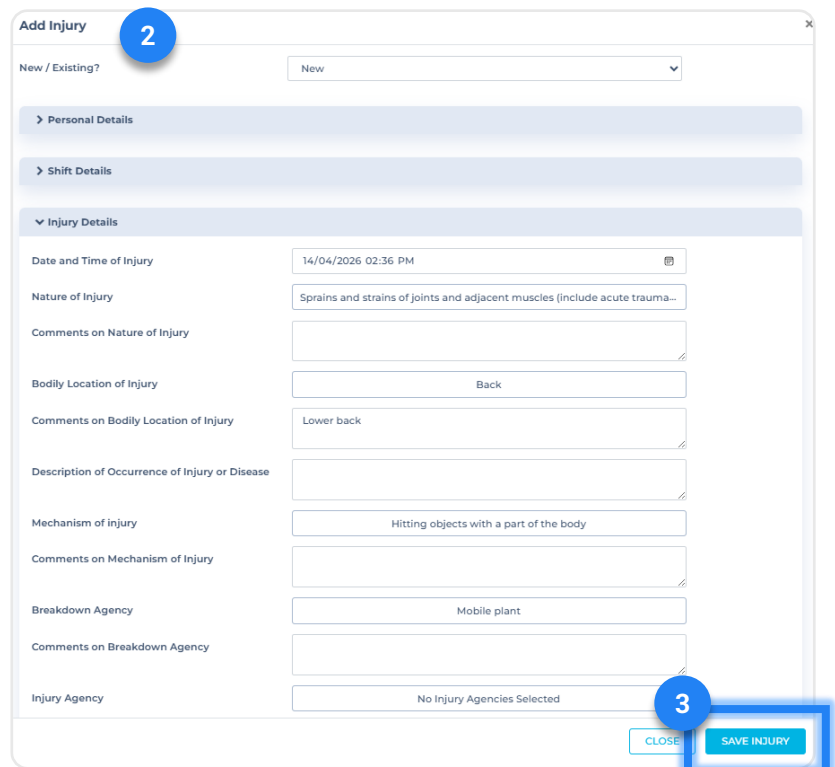
 Injuries (0)

**1** 

- 2 **Add Injury** > Enter the injury details.

- 3 Select **Save Injury**.

*Continue to fill in remainder of the Incident Details.*



**Add Injury**

New / Existing?  New

 Personal Details

 Shift Details

 Injury Details

Date and Time of Injury  

Nature of Injury

Comments on Nature of Injury

Bodily Location of Injury

Comments on Bodily Location of Injury

Description of Occurrence of Injury or Disease

Mechanism of injury

Comments on Mechanism of Injury

Breakdown Agency

Comments on Breakdown Agency

Injury Agency

**3** 