

ARPANSA Holistic Safety MicroTools

KEY AREA: *Event Reporting*

This indicates the area of Holistic Safety being examined, in this case, *event reporting*.

| | |
|--------------------|--|
| Date: | |
| Area(s) examined: | |
| Follow-up actions: | |

Fill in these fields for keeping records and document control purposes.

| RATING CRITERIA | | | |
|-----------------|-----|--------|------|
| Not Observed | Low | Medium | High |
| NA | 1 | 2 | 3 |

Use these traffic-light rating criteria to discriminate between the weaknesses and strengths of each component examined. Modify the rating system to suit your own operations (e.g. a score out of 100 gives a higher resolution).

Incident and event reporting policies

| | Observations | Rating |
|--|--------------|--------|
| 1. What do we already do to encourage staff to report incidents and events? How can we further encourage staff to report incidents and events? | | |
| 2. Do we have a policy on incident and event reporting? Does this policy reflect best practice approaches such as 'just culture'—balancing accountability with safety? | | |

This is the sub-element of the overall holistic safety aspect being examined e.g. *incident and reporting policies* are important sub-elements of *Event Reporting*.

Methods of Reporting:

| | Observations | Rating |
|---|--------------|--------|
| 3. What process do we require staff to follow if they want to report an incident or event? Do they use reporting forms or simply report it to their supervisor? | | |
| 4. Can we make our report forms easier to fill out while still ensuring they still capture sufficient information about the primary and contributory causes of incidents or events? | | |

These probing questions help audit the aspect being assessed (in this case *Event Reporting*). Add, remove or tailor the questions to suit your own operations. The [Holistic Safety Sample Questions](#) provide more questions should you need.

Review of event and incident information:

| | Observations | Rating |
|---|--------------|--------|
| 5. Do we review and analyse information from incidents and events to identify contributory causes and areas of improvement? | | |
| 6. Do we look at common themes between several reported incidents and events to identify common causes or weaknesses? | | |
| 7. How can we further maximise the lessons we learn from incidents and events? | | |

Use this space to make notes or note down any answers, observations or relevant documentation. You can also use this space to justify the rating given.

Implementing preventative measures:

| | Observations | Rating |
|---|--------------|--------|
| 8. Do we identify follow-up actions to prevent future incidents or events, and do we involve staff in the development and implementation of these control measures? | | |
| 9. Have we closed out all actions within a reasonable time frame? | | |

Auditing of control measures:

| | Observations | Rating |
|---|--------------|--------|
| 10. Do we audit the control measures we implement to ensure they are actually being applied in practice and adopted by staff? | | |
| 11. Is there a way we can better assess whether our updated processes or procedures are in-fact working in practice? | | |

Place the rating here. Colours provide a quick visual cue/aid of the areas needing improvement. This helps prioritise certain elements over others, depending on their respective weaknesses. Modify the rating or colour system to suit your own operations.

ACTIONS:

| |
|---|
| • |
| • |
| • |
| • |

Fill in this table with any actions arising from the assessment. For example, actions to improve or the need to assess or analyse the particular operation or practice in more detail.

This part can be filled in to for record keeping.