

# Work Health and Safety SLS Manager FAQ

## How do I know when a report has been submitted by a worker in my area?

When a worker in your area makes a report of a WHS hazard or incident, email notification is sent to you. For this reason it is important to check emails regularly.

## I am aware of an incident being reported in my area, but I have not been notified and am unable to view it...

Some workers chose not to send a report concerning psychological issues to their manager. If this is the case, the WHS professional will contact HR to flag the incident to them and ask them to follow up with the worker. You may be contacted after this has occurred.

## Do I need a SLS login to review a hazard or incident?

Yes - a manager is one of the types of SLS Users - who also include Health and Safety representatives and WHS professionals. You will have been sent a SLS login (a username and password) when your access was set up. You need this login to access the reports submitted by workers in the area you manage.

## When should I log in to view an incident?

You should log in as soon as you can to review the incident details and record any investigations you undertake. An incident becomes overdue if it has not been investigated within 48 hours. Each time you log in to an incident any entry you make is date stamped. Every time you add or change anything it will be recorded in the audit trail.

## What if some details in the incident details page are incorrect or missing?

You may amend inappropriate details and add missing information in the incident report. Any change you make is auditable.

## What part of the form do I complete?

As the manager, you complete the **incident classification** at the bottom of the incident details page and most of the sections in the management page. There is guidance on who completes each section in the form.

## I've taken some photos of the hazard, can I add these into the report?

Photos and any other relevant documents such as a risk assessment form part of the review and investigation. You may upload a copy of any document saved on your computer to the incident in the Document tab.

Refer to the **WHS SLS Hazard and Incident Management Guide** for further explanation.

## For more information

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