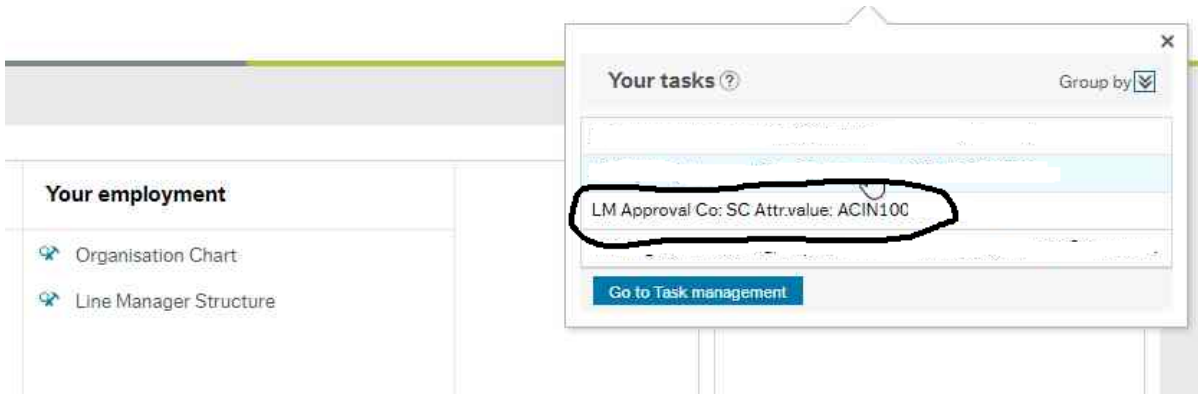


ERP Incident Form

Line Manager – Authorisation

If you are a line manager or designated to authorise Incident Forms, then you will receive a task through the ERP if a member of your staff reports an incident.

You will need to click on the “LM Approval” task to access the completed form.

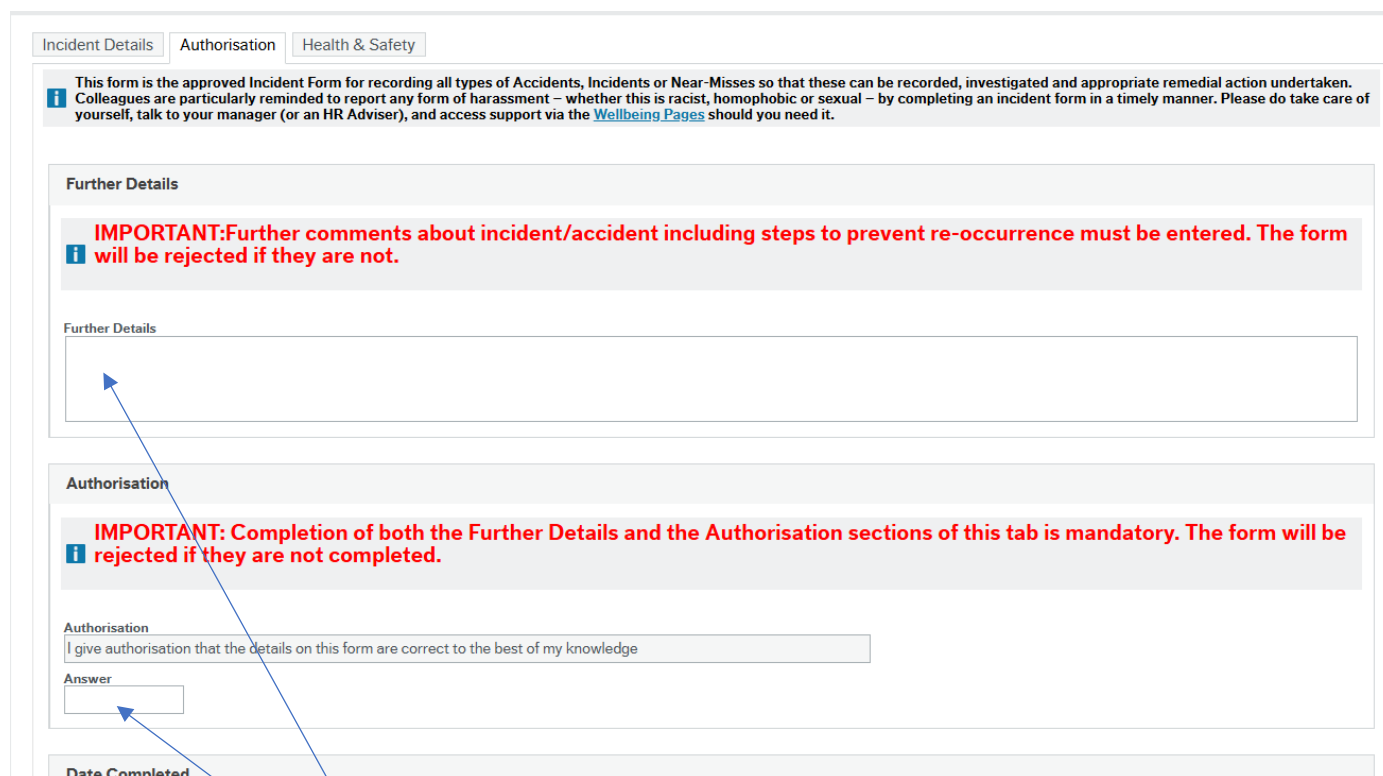


Once you have accessed the form, check through all the details on the “Incident Details” tab:

- If you are not happy that the form has been completed correctly or with enough detail, you need to “Reject” the form so it will workflow back to the staff member who made the report so they can add additional detail.
- If you are happy with the “Incident Details” click on the “Authorisation” tab.

A screenshot of the 'Incident Details' tab in the ERP form. The 'Authorisation' tab is selected and circled in black. A blue arrow points from the text 'click on the “Authorisation” tab' to this tab. Below the tabs, the 'Notifier Details' section is visible, containing fields for 'Name', 'Position', 'Line Manager', 'Work Address', 'Phone Number', and 'Email'. The 'Name' and 'Work Address' fields have dropdown arrows, and the 'Position' field has a red asterisk.

A different screen will open up and you have 3 actions to complete.



The screenshot shows a web form with three tabs: 'Incident Details', 'Authorisation', and 'Health & Safety'. The 'Authorisation' tab is active. At the top, a grey box contains an information icon and text: 'This form is the approved Incident Form for recording all types of Accidents, Incidents or Near-Misses so that these can be recorded, investigated and appropriate remedial action undertaken. Colleagues are particularly reminded to report any form of harassment – whether this is racist, homophobic or sexual – by completing an incident form in a timely manner. Please do take care of yourself, talk to your manager (or an HR Adviser), and access support via the [Wellbeing Pages](#) should you need it.' Below this, the 'Further Details' section has a red warning: 'IMPORTANT: Further comments about incident/accident including steps to prevent re-occurrence must be entered. The form will be rejected if they are not.' A large text box for 'Further Details' is below. The 'Authorisation' section has another red warning: 'IMPORTANT: Completion of both the Further Details and the Authorisation sections of this tab is mandatory. The form will be rejected if they are not completed.' It includes a statement 'I give authorisation that the details on this form are correct to the best of my knowledge' and an 'Answer' dropdown menu. The 'Date Completed' section is at the bottom. Three blue arrows point from the numbered list below to the 'Further Details' box, the 'Answer' dropdown, and the 'Date Completed' section.

Incident Details Authorisation Health & Safety

i This form is the approved Incident Form for recording all types of Accidents, Incidents or Near-Misses so that these can be recorded, investigated and appropriate remedial action undertaken. Colleagues are particularly reminded to report any form of harassment – whether this is racist, homophobic or sexual – by completing an incident form in a timely manner. Please do take care of yourself, talk to your manager (or an HR Adviser), and access support via the [Wellbeing Pages](#) should you need it.

Further Details

i **IMPORTANT: Further comments about incident/accident including steps to prevent re-occurrence must be entered. The form will be rejected if they are not.**

Further Details

Authorisation

i **IMPORTANT: Completion of both the Further Details and the Authorisation sections of this tab is mandatory. The form will be rejected if they are not completed.**

Authorisation

I give authorisation that the details on this form are correct to the best of my knowledge

Answer

Date Completed

1. Complete the Further Details box to confirm what action has been taken or is planned to prevent a recurrent of the incident. If you believe no further action is needed, please state that.
2. Also make sure you answer “Yes” to the authorisation statement to confirm that you have read through and agree with the incident details
3. Add in the date and approve.

The form will then go to the H&S Team. If you haven’t completed these 3 Authorisation steps the form will be sent back to you.