

EQSafe Event-type and Sub-type Contractual Requirements

Introduction

This document is a supplement to Specification 203 Safety and Health Management where the use of EQSafe is detailed in the specification. The following matrix identifies the mandatory and non-mandatory fields which must be populated in EQSafe for incident / injury events submitted and managed by the Contractor.

The key for using the table below is as follows:

	If the field is blank, the field is not applicable to the event type or sub-type.
YES	If the field is "YES" and grey, the field is mandatory for completion.
YES *	If the field is YES * and grey, the field is mandatory where the investigation identifies preventative / corrective actions or there is information (i.e. photos, statements) supporting the investigation findings.
IA	If the field is "IA" (if available), the information is to be added where available and supportive to the incident investigation process.
IR	Attach investigation report – Mandatory requirement for all ICAM investigations.
MR	The responsibility of Main Roads (Superintendent).

Event Type	Event Sub-Type	Report Details	Participants	Injury	Actions	Attachments	Items	Vehicles / Plant	Equipment	Forms	Checklist	Fire / Explosion	Root Cause	Investigation	GIS	File Notes	Workflow Summary	Report Close Out
SHW Incident – Damage / Loss	Fixed Plant	YES	IA		YES *	YES * IR			YES			IA	YES	YES	IA	IA		MR
	Property / Buildings	YES	IA		YES *	YES * IR			YES			IA	YES	YES	IA	IA		MR
	Road Assets	YES	IA		YES *	YES * IR			YES				YES	YES	IA	IA		MR
	Third Party Assets	YES	IA		YES *	YES * IR			YES			IA	YES	YES	IA	IA		MR
	Vehicles & Mobile Plant	YES	IA		YES *	YES * IR			YES			IA	YES	YES	IA	IA		MR
SHW Incident - Health	Asbestos	YES	IA	YES	YES *	YES * IR							YES	YES	IA	IA		MR
	Biological	YES	IA	YES	YES *	YES * IR							YES	YES	IA	IA		MR
	Noise	YES	IA	YES	YES *	YES * IR							YES	YES	IA	IA		MR
	Particulate, Gas or Vapour	YES	IA	YES	YES *	YES * IR						IA	YES	YES	IA	IA		MR
	Psychological	YES	IA	YES	YES *	YES * IR							YES	YES	IA	IA		MR
	Radiation	YES	IA	YES	YES *	YES * IR							YES	YES	IA	IA		MR
	Thermal Stress	YES	IA	YES	YES *	YES * IR							YES	YES	IA	IA		MR

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SHW Incident - Injury or Illness	Work Related	YES	IA	YES	YES *	YES * IR							YES	YES	IA	IA		MR
	Non Work Related	YES	IA	YES	YES *	YES * IR							YES	YES	IA	IA		MR
SHW Incident – Near Miss	Damage / Loss	YES	IA		YES *	YES * IR							YES	YES	IA	IA		MR
	Injury	YES	IA		YES *	YES * IR							YES	YES	IA	IA		MR
SHW Incident - Security	Theft or Vandalism	YES	IA		YES *	YES * IR							YES	YES	IA	IA		MR
	Unauthorised Entry	YES	IA		YES *	YES * IR							YES	YES	IA	IA		MR
SHW Incident - Procedure Breach		YES	IA		YES *	YES * IR							YES	YES	IA	IA		MR
	Alcohol or other Drugs	YES	IA		YES *	YES * IR							YES	YES	IA	IA		MR