RAPID System Upgrade

RAPID Incident Reporting System is receiving an upgrade, which will come into effect on 1st December 2021. The current version of RAPID will not be available after 1st December 2021, but will be available to the CSHWSA Team for historical data. How you access and use the RAPID Data Base System will not change, only some fields will change. The upgrade will assist with reporting and trend identification.

Changes

- Addition of categories
- Expansion of types of incidents under categories
- Addition of personnel type
- Updated risk matrix
- Addition of mechanism of injury (injured by another person)
- Simplification of root causes
- Changes to locations and sub locations (simplified)

Category & Type Additions / Expansion

Category	Types
Safety	Hazard Near Miss Incident Psychological First Aid Medical Treatment Lost Time Restrictive Practice
Quality	Complaint Process Error Audit Supplier Error Medication Error
Environment	Environmental
Security	Data Breach Property Damage/Loss Theft Trespass

Personnel Type

Worker
Contractor
Visitor
Student
Client / Resident
Volunteer

Updated Risk Matrix

Risk Assessment Matrix			LIKELIHOOD				
			Rare	Unlikely	Possible	Probable	Almost Certain
			A	B	C	D	E
CONSEQUENCES	Catastrophic	5	Medium 11	Medium 16	High 20	High 23	High 25
	Major	4	Low 7	Medium 12	Medium 17	High 21	High 24
	Moderate	3	Low 4	Low 8	Medium 13	Medium 18	High 22
	Minor	2	Low 2	Low 5	Low 9	Medium 14	Medium 19
	Insignificant	1	Low 1	Low 3	Low 6	Low 10	Medium 15

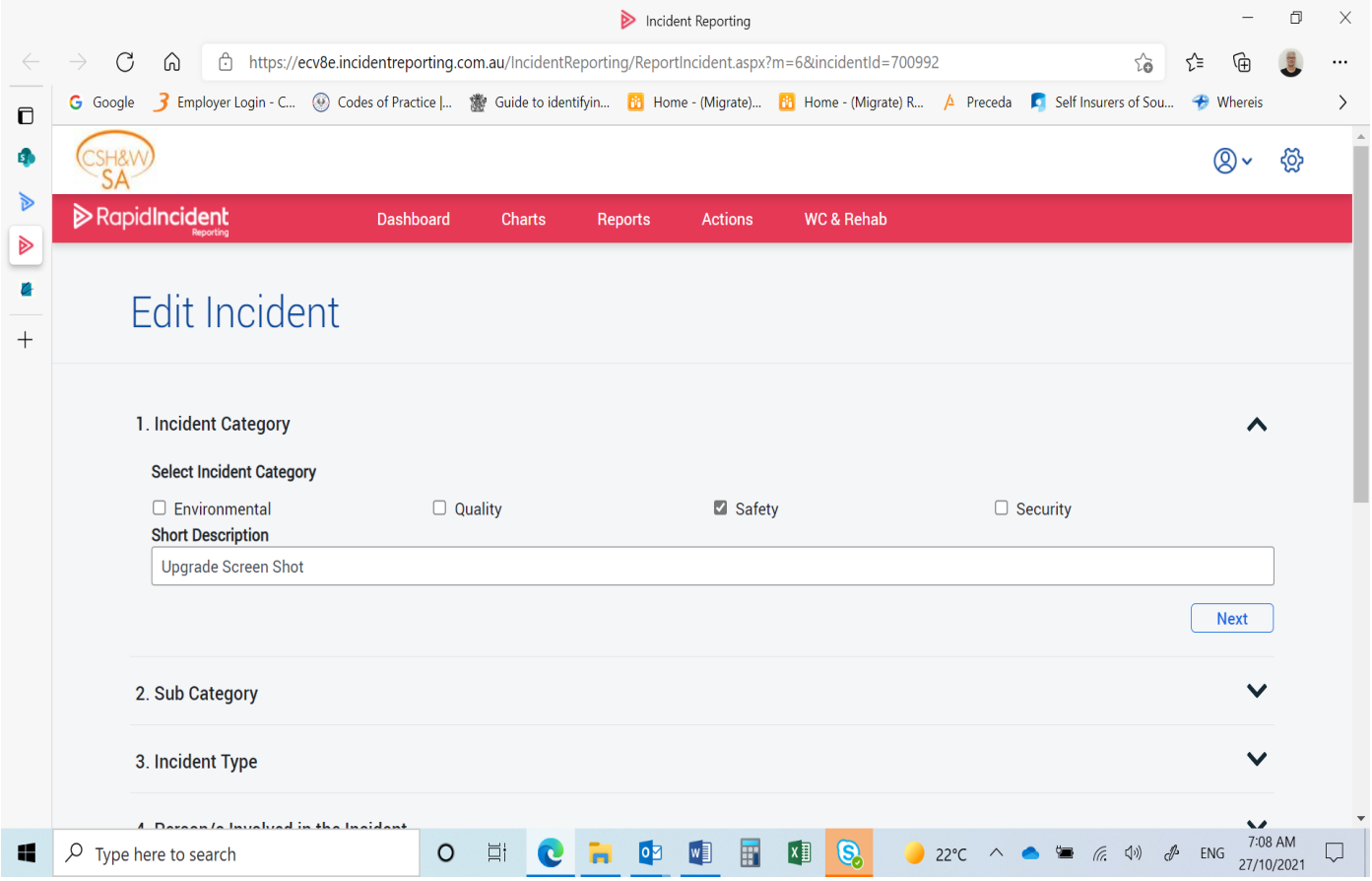
Consequences that could occur from the incident			Likelihood of the incident occurring		
1	**Insignificant**	First aid treatment	A	**Rare**	Hasn't occurred
2	**Minor**	Medical Treatment	B	**Unlikely**	Has occurred
3	**Moderate**	Significant non-permanent injury	C	**Possible**	Occasionally occurred
4	**Major**	Permanent Injury	D	**Probable**	Occurred several times
5	**Catastrophic**	Death / Permanent disabling injury	E	**Almost Certain**	Has occurred often

Risk Level	Risk Score	Timeframe for Implementation of Control Measures
High	**20 to 25**	Act Immediately or within 24 hours to lower the risk to an acceptable level or as low as reasonably practicable.
Medium	**11 to 19**	Act within 21 days to reduce the risk to an acceptable level or as low as reasonably practicable.
Low	**1 to 10**	Act within 60 days to reduce the risk to an acceptable level or as low as reasonably practicable.

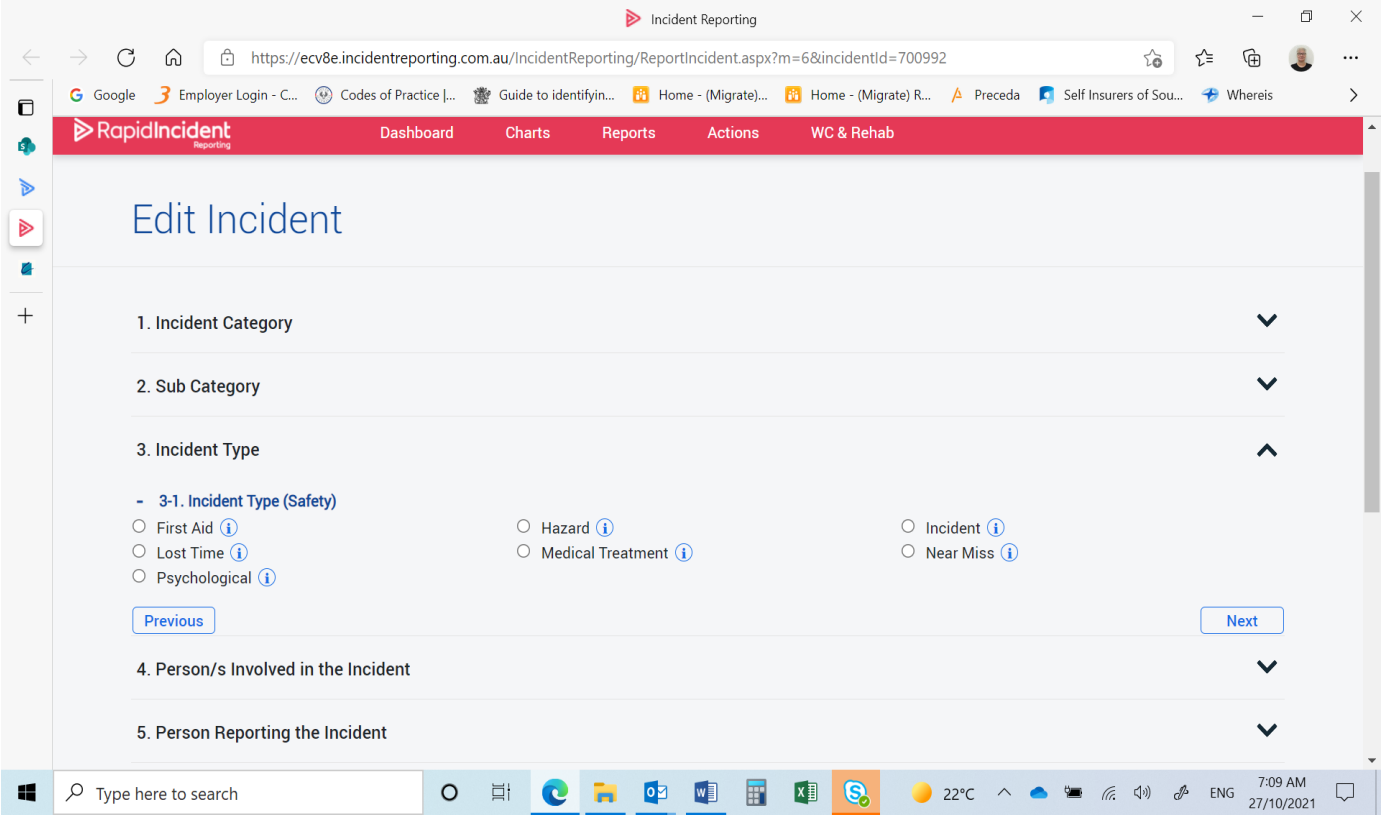
Root Causes

	Contributory Factors									
Management System	Policy / Procedure not in place	Poor Supervision	Operational Process Problem	Legislation Breach	Unclear Responsibilities	Records not available	Risk Assessment Problem	Breach of Responsibility / Authority / Accountability	Poor Planning	Contractor / Labour Hire Issues
Environment	Insufficient PPE	Poorly maintained equipment	Ergonomics	Hazardous Terrain	Poor Housekeeping	Lighting	Hazardous Chemicals	Weather / Temperature	Contaminat ion	Noise
Equipment & Tools	Equipment, Plant, Materials created hazard	Parts defective	No / Missing Guarding	No / Out of date Risk Assessment	Poorly Maintained	Not Tested Tagged	Equipment did not meet specifications	Inappropriate Use	Equipment Damage	
Human Factors / Behaviour	Personal actions / activities & decisions were NOT in accordance with procedures / training or standards.	Shift work Issue	Working Alone	Unsafe Practice	Suspected drugs or alcohol	Mental Stress	Duties not clear / Job description inadequate	Rushing to complete task	Fatigue	Fitness for Work
Training	Wrong Skills / Competency Level	Missed required training	No Induction	No Work Instructions						
Other	Third party	Animal	Object	Property Loss	Other					

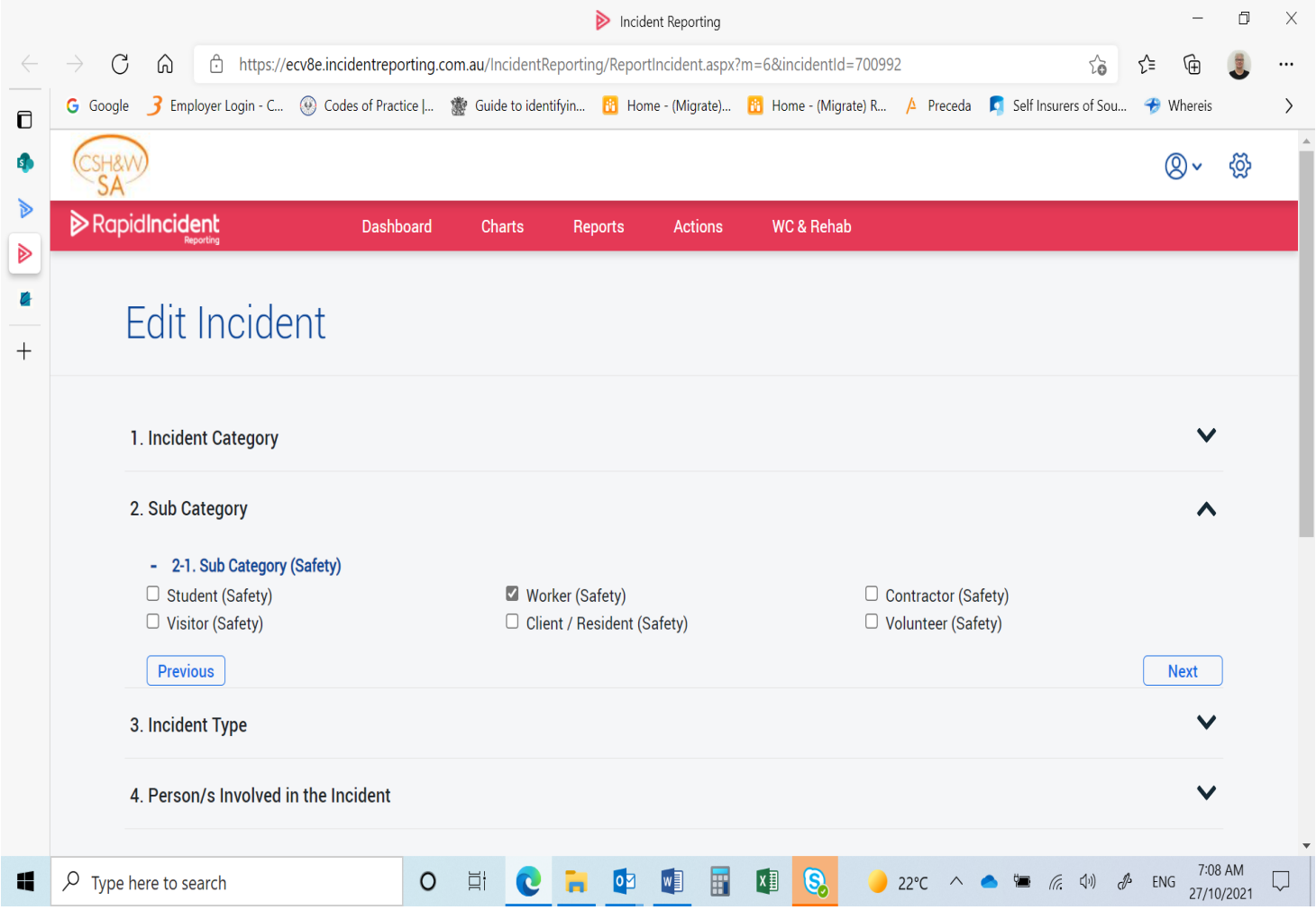
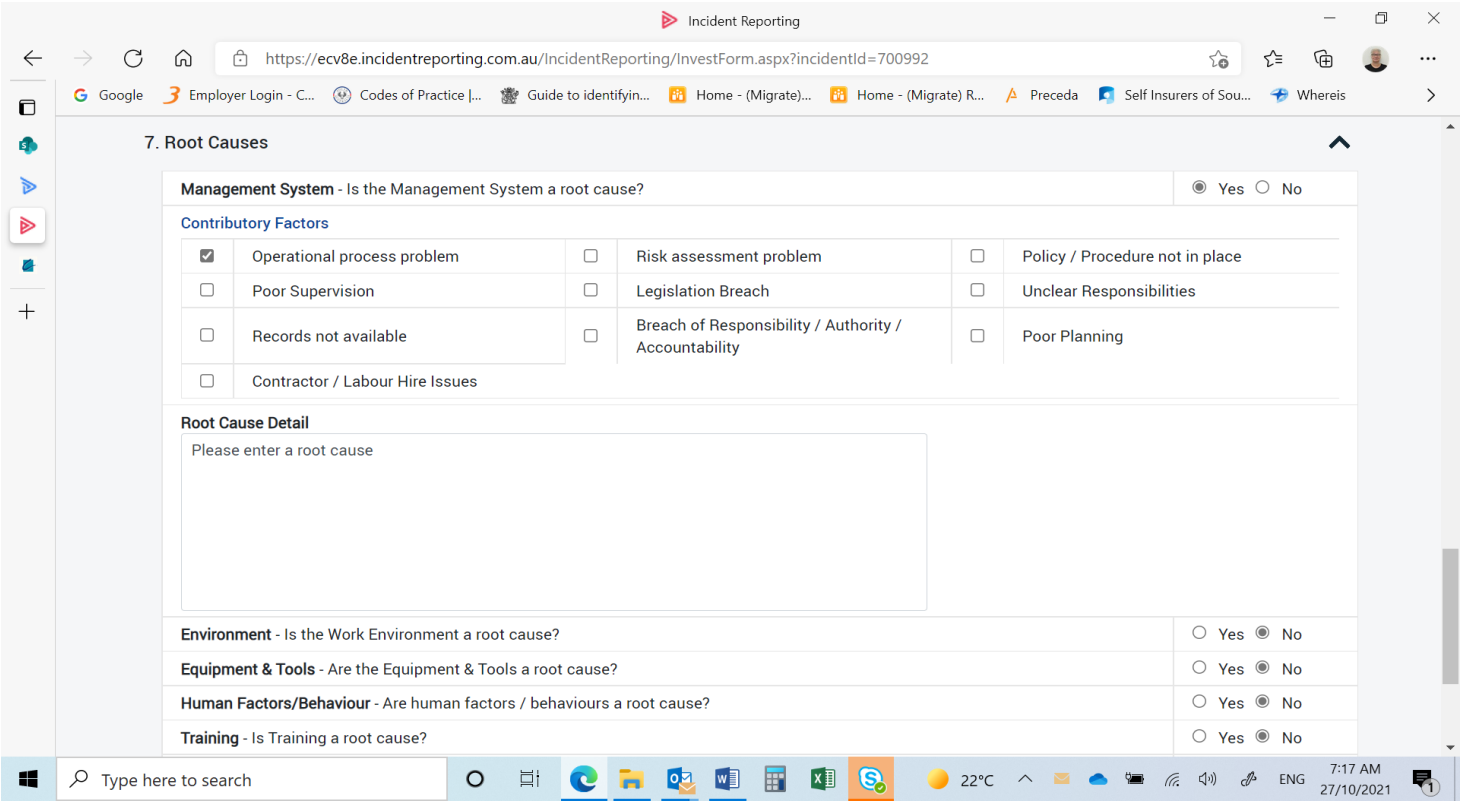
Screen shot of category changes



Screen shot of incident type changes



Screen shot of personnel type additions



Screen shot of root causes