Selecting the Topic and Event when entering an incident

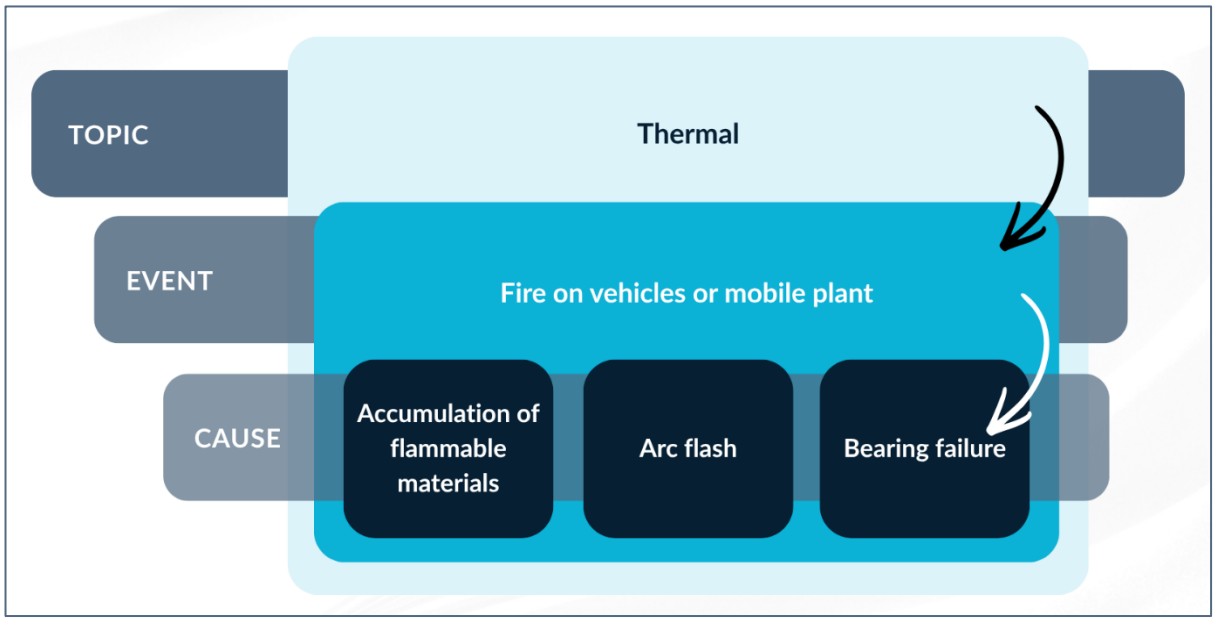
Resources Safety & Health Queensland

Purpose

This Fact Sheet provides guidance for selecting the appropriate Topic and Event when entering an incident. This ensures consistency and accuracy in incident reporting, facilitates effective analysis, and aids in data categorisation for post-event analytics.

Reporting and analytics reference data

When entering an incident into the RSHQ Portal, you will be asked to select an incident Topic, Event, Cause(s) and Control(s). Entering this data provides RSHQ with valuable information relating to risks and patterns relating to incidents and determines the type of reference data attached to the incident. It's important to select the right Topic and Event to provide the correct reference data for the incident.



Item	Definition
Topic	Topics are groups of incident categories (e.g. if the event involved a fire, then the Topic would be 'Thermal'; a storm would be 'Environmental'; and exposure to chemicals or toxic gases would be 'Contaminant exposure').

Item	Definition
Event	Events are sub-categories of a Topic (e.g. Events under the Topic ‘Thermal’ include 'Explosion on surface', ‘Heat stress underground’, ‘Fire on vehicles or mobile plant’).

Selecting a Topic in the Portal will display all related Events. Only one Topic and one Event can be selected per incident notification.

Selecting the correct data

When selecting the incident Topic, consider the overall context of the incident. For example, any incident that involves fire would sit under the Topic of ‘Thermal’. Similarly, any incident that involves fall of ground or equipment would sit under the Topic of ‘Gravity’. Any incidents involving exposure to chemicals or toxic gases would sit under the Topic of ‘Contaminant exposure’.

If you are unfamiliar with the Topics and Events available for selection in the system, take some time to peruse the options available in the **Reporting and analytics tool** prior to making a selection. Selecting an incorrect Topic and Event can lead to a lack of useable data.

If the relevant Event is not available for selection, select the 'Other' option or contact CAPU-IR for assistance.

If you select the wrong Topic and Event, you can correct it in the Confirmation stage once the initial causal event is better understood and before you submit the Confirmation.

The Topic and Event can also be updated at the Fact Finding and Analysis stages, however, making changes at this stage may result in clearing data previously entered in the Analysis section.

Post-Investigation adjustment: If, during or after the investigation, the Topic and Event are found to be incorrect, contact a CAPU-IR representative to discuss corrections. They can make changes once the incident has moved beyond the Confirmation stage.

Contact information

For further details, please contact a CAPU-IR representative.

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