



MEMO

Reporting incidents and hazards is a crucial element of safety management. Not only does it record events that have occurred, but it also helps identify emerging trends. This supports decision-making beyond worksites, at the Sector level, and throughout the entire Catholic Church Endowment Society.

With the changes brought by the self-insurance registration over the past year, Catholic Safety and Injury Management (CSaIM) has been busy setting up a new incident and hazard reporting system. Introducing Donesafe, a database designed to simplify the reporting, investigation, and management of workplace incidents and hazards.

During the rollout of Donesafe, CSaIM will conduct online training sessions for staff who have a responsibility for management of incidents and hazards at their worksite. These sessions will cover how to manage incidents and hazards from submission through to closeout. Training will also be offered to staff on how to submit and incident or hazard. Training dates and details can be found on the Booking Calendar.

What is Donesafe?

Donesafe is an Incident Management System, that also allows us to report hazards and complete workplace Inspections.

Who does this affect?

All staff who lodge and investigate incidents / hazards.

When will this happen?

The rollout is scheduled for end September 2024.

What if I have open incidents in Rapid?

You will have until the end of October 2024 to close out. Any incidents not closed by end of October, will be monitored by CSaIM.

What support and training are available?

Training dates and details can be found on the Booking Calendar on the Website. Instruction materials will be provided to staff who are using the new system as part of their role.

Will I still be able to access data from Rapid?

Rapid will remain accessible until October 2024, if you need any records after that time, you will need to contact the CSaIM team.

If you have any questions, please speak with your manager or contact CSaIM.