AIR3
ALL INCIDENT REPORTING SYSTEM

SEE CARE SHARE

INCIDENT REPORTING

Four steps to record, report and follow up

REPORT IMMEDIATELY

Tell your Site / Unit Manager or Supervisor. Ensure the injured person is treated and the area is made safe.

01 Record incident

Use the Incident Investigation Pack to record all details. Gather witness statements and photos, plus relevant risk assessments, training records and Safety Task Cards.

Complete the pack within 48 hours.

02 Log onto AIR3

Access AIR3 via Work Jam or the HSE website. Select the relevant online form, enter all required information and submit the incident report.

Report on AIR3 as soon as possible.

03 Confirmation email

You will receive a confirmation email from Origami Risk with a Grant Access link. You must complete the linked process within 7 days.

Check your email and follow the Grant Access link.

04 Unit review & upload

Follow the Grant Access link, complete the unit review and upload your incident pack and all evidence within 7 days of the incident.

Complete the unit review and upload everything within 7 days.

Make Safe. Report Accurately. Gather Evidence. Complete Fully.

Based on HS.P.006.01 and Incident Investigation Pack HS.F.001.02