

Introduction

UCD has introduced an online system for the reporting of incidents called iProtectU. This system replaces the previously used pdf forms.

This short guide is designed to help system users to navigate the system to report incidents easily, quickly and accurately. This is whether you're reporting an incident that happened to you or reporting on behalf of someone else. Staff and Research Postgraduate Students can access this system using their UCD Connect login details

All incidents resulting in personal injury, near misses or damage to property must be notified to the SIRC Office promptly via the online portal to ensure that the University is compliant in fulfilling its statutory accident reporting duties.

What you will learn

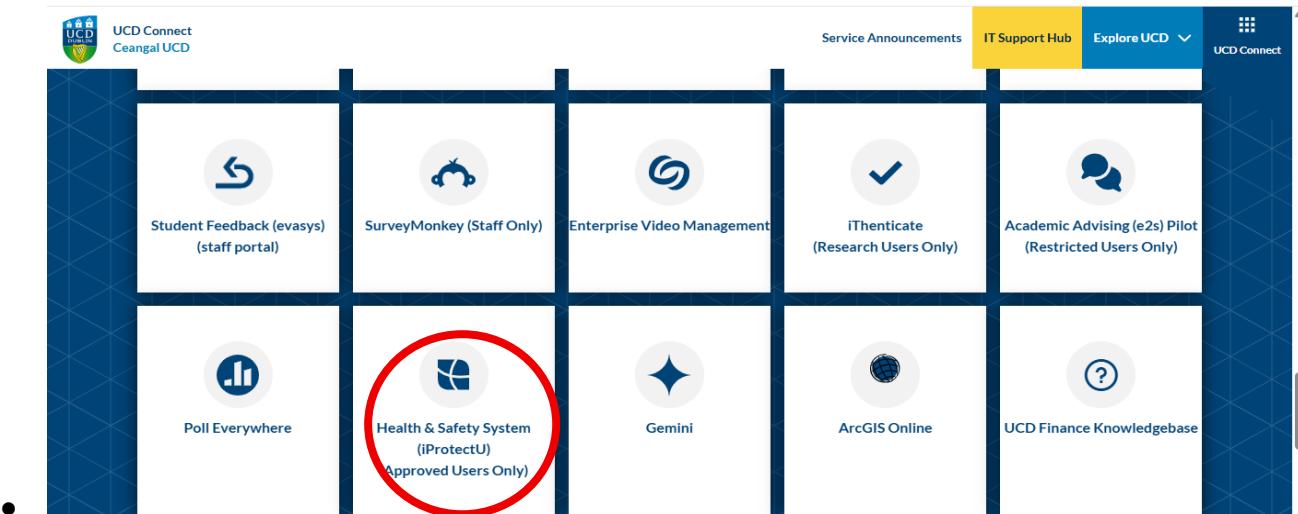
How to access and log into the iProtectU platform:

- Step-by-step instructions for submitting an incident report
- Tips for describing incidents clearly and considerately
- How to attach supporting evidence or documents
- What happens after your report is submitted

Step 1: Logging In

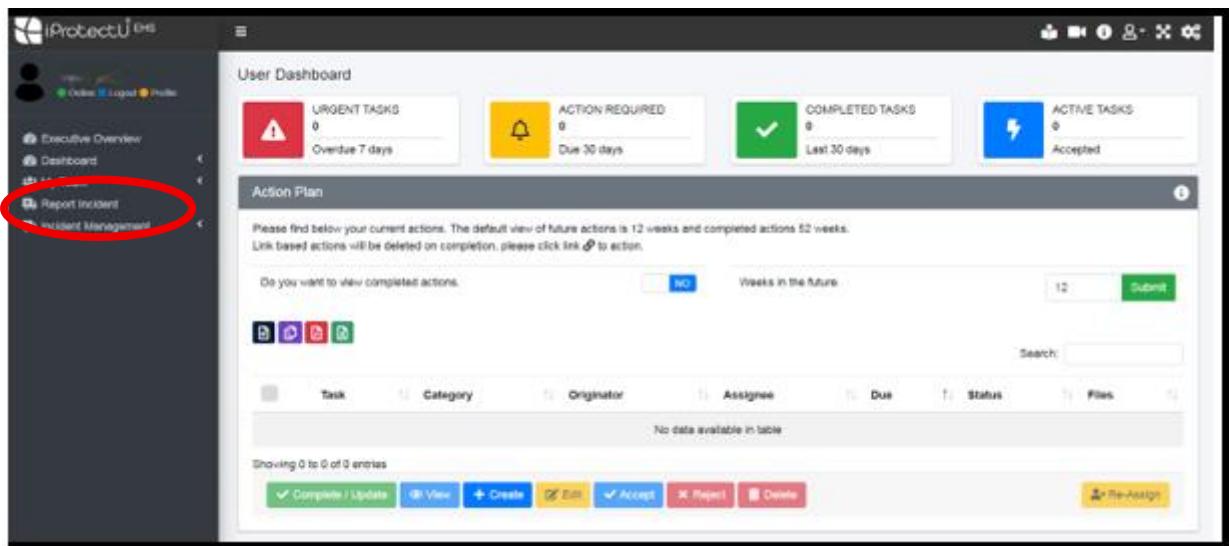
- Access the UCD online incident report form (iProtectU) via UCD Connect.
- Log in using your university credentials.

UCD SIRC – Online Incident Reporting (iProtectU) GUIDELINES



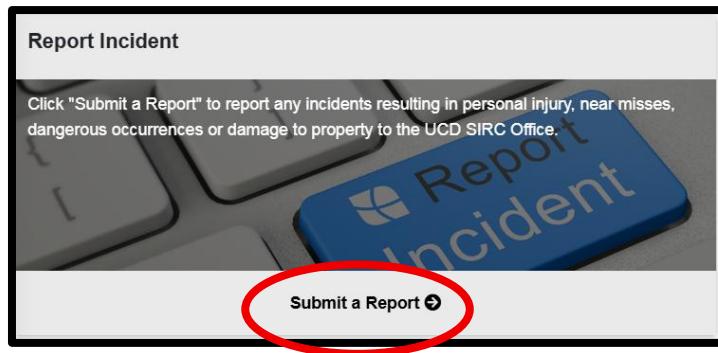
Tip: Add the portal to your favourites bar for quick access.

- Navigate to the **Incident Reporting** section from the main dashboard.



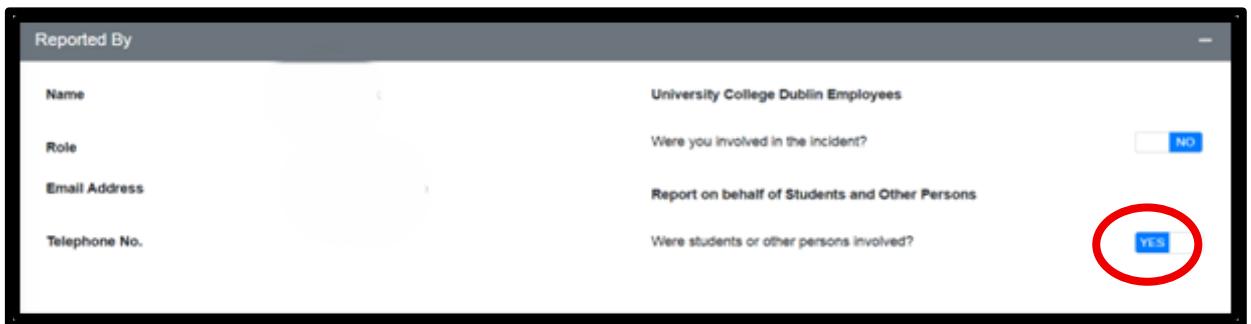
- Click on "Report Incident" in the left-hand side menu, as shown above.
- Click "Submit a Report":

N.B. DO NOT CREATE A TASK, USE THE REPORT INCIDENT BUTTON



Step 2: Reporting for Yourself or Someone Else

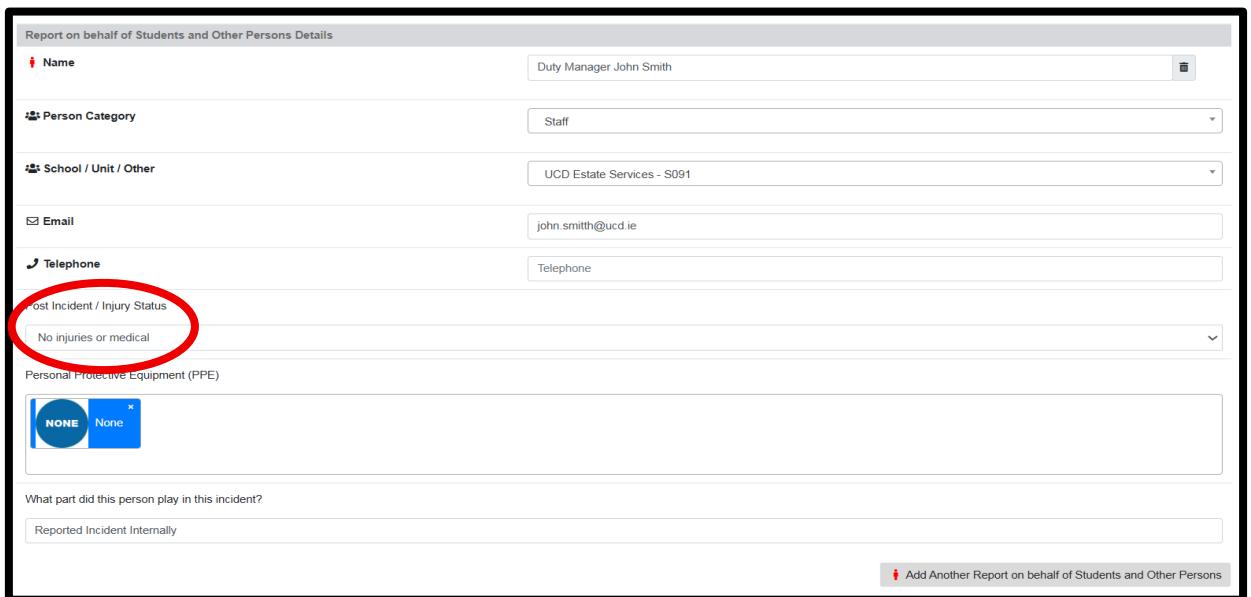
- Choose whether you are reporting an incident involving **yourself or another person**.
- If reporting for someone else, slide the button next to “Report on behalf of Student and Other Persons” to “Yes.”



Reported By	
Name	University College Dublin Employees
Role	Were you involved in the incident? <input type="checkbox"/> NO
Email Address	Report on behalf of Students and Other Persons
Telephone No.	Were students or other persons involved? <input checked="" type="checkbox"/> YES

- Enter their details carefully.

 *Accurate identification helps ensure the right support is provided.*



Report on behalf of Students and Other Persons Details	
Name	Duty Manager John Smith
Person Category	Staff
School / Unit / Other	UCD Estate Services - S091
Email	john.smith@ucd.ie
Telephone	Telephone
Post Incident / Injury Status	No injuries or medical
Personal Protective Equipment (PPE)	
NONE None	
What part did this person play in this incident?	
Reported Incident Internally	
Add Another Report on behalf of Students and Other Persons	

- Select ‘Post Incident’ and the injury status will pop up for **Injury Type Selection and describe the injury. Also indicate the injury location in the diagram below:**

Injury Location and Type

Injury Type Selection

Minor injury

Please provide a brief description of injury

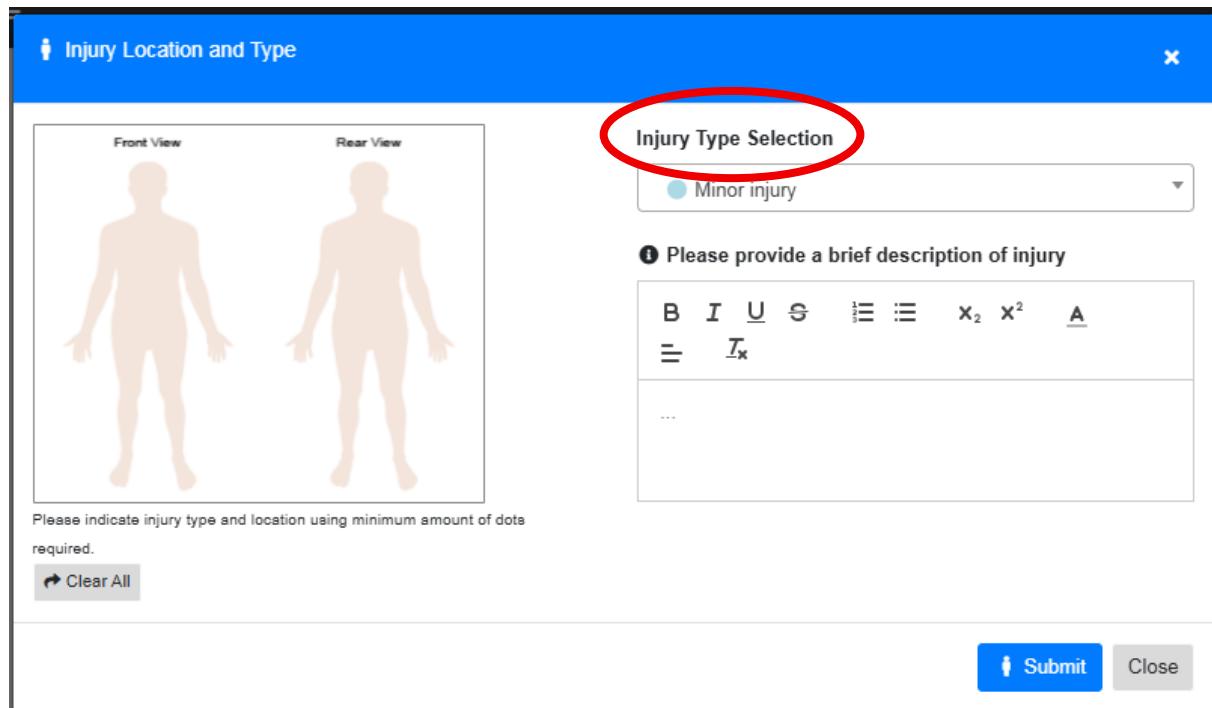
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Submit **Close**

Front View **Rear View**

Please indicate injury type and location using minimum amount of dots required.

Clear All



- **Witness** – Add the details of all people who witnessed the incident.

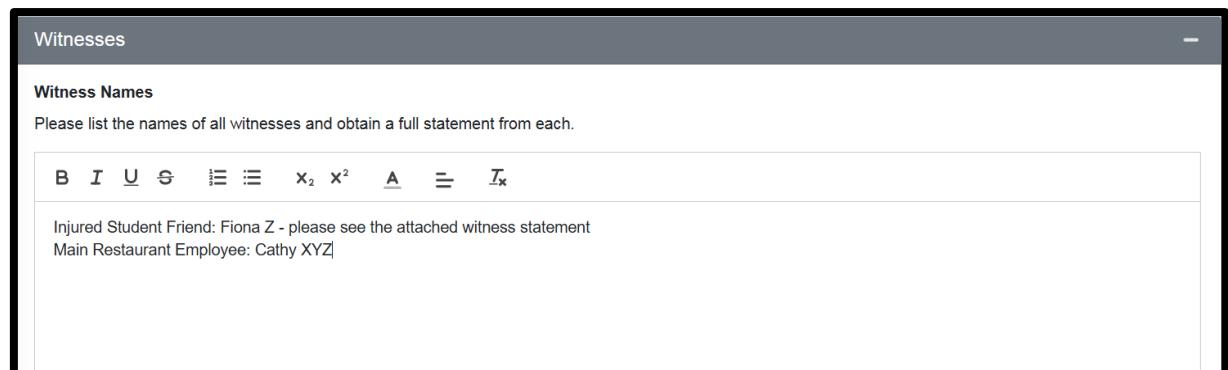
Witnesses

Witness Names

Please list the names of all witnesses and obtain a full statement from each.

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Injured Student Friend: Fiona Z - please see the attached witness statement
Main Restaurant Employee: Cathy XYZ



Step 3: Describing the Incident

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- Enter the **time, address and select all External Authorities involved**:

Incident Details

Date of Incident 16 Jul 2025	Time of Incident 13:51
Please select all the External Authorities involved	
<input checked="" type="checkbox"/> Ambulance	
Address of Incident	
Line 1 Belfield	Incident Information
Line 2 Address Line 2	Has the incident been reported to external authorities? <input type="checkbox"/> NO
City / Town	Was the incident at your place of work? <input checked="" type="checkbox"/> YES
	Was any property, plant, assets or equipment involved? <input type="checkbox"/> NO
	Was anyone taken to hospital? <input checked="" type="checkbox"/> YES
	Please provide the address or name of the hospital

- Provide a clear, factual account of what happened:

 *Example:*

Incident Location

Roebuck Castle
Specific Area
Room 87

Please provide a brief description of the incident. Do not speculate as to the causation and do not apportion blame.

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An administration office Staff member was walking through Office when they tripped on an unsecured electrical cable lying across the main walkway near the recently rearranged filing cabinets. The staff member fell to the floor, resulting in bruised knees.

Please provide details of any action(s) already taken.

The incident was witnessed by a colleague, who went to assist and called UCD emergency line 7999 to request aid support. A first aider arrived within a few minutes. As the knees were very swollen, an ambulance was called, and the staff member was taken to the hospital for further assessment.

- Complete the Additional Questions to the best of your knowledge about the incident:

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Additional Questions

Q1 Provide further details of injury or illness sustained:
Injured knee

Q2 Provide details of First Aid given (if applicable):
Ice pack, bandage, called an ambulance

Q3 Describe the cause of incident and the main hazard involved:
not sure

Q4 Describe relevant conditions (poor lighting, rain etc.):
poor lighting

- If the question “Was any property, plant, assets, or equipment involved?” in the Incident Information section is answered Yes, complete the appropriate section:

Assets
If any company assets were, in any way, involved in the incident, please select them from the drop-down list.

Other Plant and Equipment Details
Please provide details of any plant or equipment involved in the incident.
If you do not have information, leave any boxes blank.

Description	Manufacturer
Description	Manufacturer

Model No.	Serial No.
Model	Serial

Add Equipment

Property Details
Please provide details of any property damaged or involved in the incident.
If you do not have information, leave any boxes blank.

Address **Postcode**

Address	Postcode
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Contact Name **Email** **Telephone**

Name	Email	Telephone
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Add Property

Please provide brief description of damage.

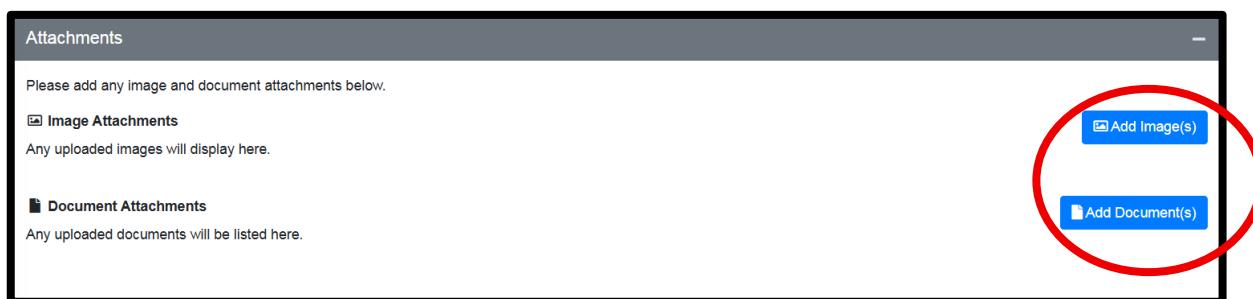
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Step 4: Adding Supporting Information

- Upload any relevant documents, photos, or witness statements.
- Use the **attachment tool** to include files directly in the report.
- Confirm that all uploads are complete before submitting.

 *Photos of the location or screenshots of messages (if relevant) can be useful.*



Attachments

Please add any image and document attachments below.

 **Image Attachments**
Any uploaded images will display here.

 **Document Attachments**
Any uploaded documents will be listed here.

 **Add Image(s)**

 **Add Document(s)**

Step 5: Final Review and Submission

- Review all fields for accuracy.
- Click **Submit** to send the report.



Completion

Consent
The information provided will be used to resolve immediate issues, undertake future analysis, and to track and review the organisation's health and safety performance. The organisation is required to undertake these health and safety functions by law.

 **Submit Form**

What Happens Next?

Once submitted:

- The UCD SIRC Office receives a notification of the incident report and will initiate their investigation procedures.
- Support or follow-up actions will be taken based on the nature of the incident.

 *Your report helps identify risks and improve safety across the campus.*

Further information

UCD SIRC – Online Incident Reporting (iProtectU) GUIDELINES

- Further information on accessing the system, FAQs, guidelines and reporting incidents is available on the [SIRC Office website](#).

Note: The content and data shown in the above pictures are illustrative and intended solely for training purposes. Should you require further information or additional training, please contact SIRC directly at sirc@ucd.ie