



## STAFFING ISSUES

# How to fill out an IMS+

### 1 Add a new incident

### 2 Who was affected? **no person**

### 3 What happened?

Thoroughly describe staffing issue – staffing, skill mix, specials etc.

### 4 Principle Incident type

**Organisation and Management**

↳ **Category incident type:**

**Service Provision**

↳ **Additional details:**

**Staffing or workforce issues**

### 5 Impact of incident

**Near miss or relevant other**

Download *How to write a WHS incident report*: [nswnma.info/WHs-report](http://nswnma.info/WHs-report)

# STAFFING ISSUES

## How to report



**Report to your NUM/IC**  
Follow up with an email



**If unresolved complete IMS+**



**Contact Reasonable Workload  
Committee (RWC) rep (if known)**



**Contact the NSWNMA**



If you believe you have been targeted for notifying an incident contact the NSWNMA immediately.

TEL: 1300 367 962  
[www.nswnma.asn.au](http://www.nswnma.asn.au)

