

Name of Guideline	Accident/Incident Reporting & Investigation Guidelines	
Description of Guideline	<p>The purpose of this guideline is to ensure that all incidents are reported and investigated according to State and Territory Occupational health and Safety legislative requirements. A consistent approach is necessary across all ACU campuses.</p> <p>The primary purpose of an incident reporting system is to ensure that appropriate action is taken to prevent future incidents/injuries, and to provide data to assist the University to continuously improve its health and safety management system.</p>	
<input checked="" type="checkbox"/> New Guideline	<input type="checkbox"/> Revision	
Description of Revision	<p><i>Delete</i></p> <p><i>Please type brief description of the deletion and specify information to be deleted</i></p>	
	<p><i>Insert</i></p> <p><i>Please type brief description of the insert and specify information to be inserted</i></p>	

Human Resources Directorate

Policy and Revision Number	
Original Effective Date	
Review Due Date	
Revision Effective Date	
Senate Approval Date	
Vice Chancellor's Approval Date	

Table of Contents

1. Background Information	1
1.1. Key Definitions	1
1.2. Statutory Requirements	2
2. Policy Statement	2
3. Guideline Purpose	3
4. Application Of Guideline	3
4.1. Responsibilities	4
5. Approvals	6
6. Procedures	6
6.1. Reporting Accidents/Incidents And Dangerous Occurrences – Students/Visitors	7
6.2. Reporting Accidents/Incidents And Dangerous Occurrences - Flowcharts	8
6.3. Statutory Reporting Requirements	10
6.4. Accident/Incident Investigation	10
6.5. Accident/Incident Analysis	11
6.6. Record Keeping	11
7. Policy Review	12
8. Further Assistance	12
9. Attachments	12
Appendix 1: Table – Accident/Incident Statutory Reporting Requirements	13
Appendix 2: Accident And Incident Report	17
Appendix 3: Workplace Accident/Incident Investigation Form	19
Appendix 4: Helpful Hints: Accident Investigation	21

1 Background Information

The Australian Catholic University (ACU) has statutory obligations under Australian State and Territory Occupational Health & Safety (OHS) Legislation to keep a record of all **workplace incidents** (work injuries, work-caused illnesses and dangerous events) which arise from its activities. In addition, the University must notify [ACT Work Cover](#), [QLD Work Health and Safety](#), [Work Cover NSW](#) and [WorkSafe Vic](#) of any serious bodily injuries, work-caused illnesses and dangerous events that occur in any of their jurisdictions. The primary purpose of an incident reporting system is to ensure that appropriate action is taken to prevent future incidents/injuries, and to provide data to assist the University to continuously improve its health and safety management system.

Some incidents while not directly work-related (e.g. travelling to and from work, lunchtime sporting activities) may lead to a Workers Compensation claim. These should be reported under the requirements of this guideline. It is essential that the facts relating to all incidents are accurately recorded at the time the incident occurred.

This guideline should be read in conjunction with:

- ACU Emergency and Critical Incident Management Policy;
- Campus Emergency Procedures; and
- ACU Interim Policy on Workers Compensation and Workplace Rehabilitation.

1.1 Key Definitions

Term	Definition
Accident	An unplanned event which causes injury, death and/or damage to equipment or property
Injury	Any physical or mental damage to the body caused by exposure to a hazard
Work-related	Means that the incident arose out of: <ul style="list-style-type: none">• The conduct of the employer's undertaking (i.e. all ACU business activities), or• Work performed by an employee in connection with the employer's undertaking. Depending on state legislation, this applies whether or not it was sustained at an ACU workplace e.g. travel to and from work, lunchtime sport)
Workplace incidents	Any incident resulting in a work injury, work caused illness or dangerous event
Work illness	An illness or exacerbation of an illness to which work, a workplace, a workplace activity or specified high risk plant was a significant contributing factor
Notifiable death	Means the death of <i>any</i> person - staff, student, a member of the public, or a contractor.
Serious Injury/serious bodily injury	Within Australia, generally means the injured person's death, loss of part or an organ of the injured person's body, serious injuries to the spine, eyes, the suffering of serious burns, the separation of skin and lacerations. Can also mean that the injured party required immediate emergency medical treatment or hospitalisation to recover and/or was unable to work for periods ranging from a minimum of 4-7 work days.
Dangerous Occurrence	Means any incident that arises from workplace operations and which causes an immediate and significant risk to a person. A person does not have to be injured. The risk may arise if a person is or could have been in, on or near the incident. Such incidents can include acid/chemical spills in a laboratory, explosions, gas leaks, electrical short circuits, implosions, fire, and/or damage to plant or property.

Near Miss	An unplanned event that occurred in the workplace which, although not resulting in any injury, had the potential to do so.
Hazard	All actions, situations and occurrences that have the potential to cause harm.

1.2 Statutory Requirements

This guideline is consistent with the requirements of the following legislation:

Federal

- National Occupational Health and Safety Commission Act 1985

New South Wales

- Occupational Health and Safety Act 2000

Victoria

- Occupational Health and Safety Act 2004

Queensland

- Workplace Health and Safety Act 1995

Australian Capital Territory

- Occupational Health and Safety Act 1989

Approved Codes of Practice

- Joint Australian Standard (AS1885.1) and National Standard (NOHSC:NS 002 (1990) for Workplace Injury and Disease Recording

Please note, that the notification of an incident is not equivalent to making a claim for Workers Compensation under the auspices of the relevant State/Territory Workers Compensation legislation. Although some of the incident types explained in this guideline may result in a workers' compensation claim, dangerous occurrences where no-one was injured generally will not. In addition, an incident type involving a contractor or third party generally will not result in an ACU workers' compensation claim.

2 Policy Statement

To comply with the requirements of Australian State/Territory OHS legislation and to maintain an effective accident/incident monitoring system, ACU will take all reasonable steps to prevent workplace accidents, to minimise dangerous occurrences and will endeavour to achieve a zero accident rate.

ACU will:

- Provide a mechanism for reporting accidents, incidents, work-related illness and dangerous occurrences;
- Ensure prompt investigation and reporting of all incidents/accidents that affect employees, students, contractors and visitors by the immediate supervisor or person in charge of the area;
- Investigate accidents to determine the cause(s) with the objective of preventing a recurrence;
- Obtain statistical information about the accident or incidents;

- Encourage OHS Committees to undertake periodic reviews of accident statistics to determine accident trends and identify work areas of concern; and
- Meet the Australian State/Territory OHS and Workers Compensation legislative requirements for the reporting of accidents and incidents.

All accidents or incidents that result in an injury or work-related illness during the course of work must be reported to the employee's supervisor/manager as soon as possible, the student's Head of School as soon as possible or if a visitor or contractor is involved, to the manager of the work area where the incident/accident occurred.

ACU requires that an Accident and Incident Report Form ([see Appendix 2](#)) be completed in regard to all accidents/incidents that occur in areas under the control of ACU. This form should be completed and forwarded immediately to the local **Campus Operations Section**. Campus Operations are to forward a copy to the local Human Resources Consultant, Head of School or Work Unit Manager within 48 hours of the injury, for all accidents or incidents which involve a staff member. If the incident involves a student, then a copy of the Accident Report Form should be forwarded to their Local Campus Student Centre (Student Records) and Head of School. Staff members and students should keep a copy for their own records. Any dangerous or hazardous occurrence which has the potential to result in injury or damage to property must be reported in the same manner as an accident. Campus Operations are to provide a monthly report of all reported accidents/incidents to the National OHS & Wellbeing Coordinator, to enable the monitoring and identification of trends relating to accidents and incidents at ACU.

In the event of a dangerous occurrence, death, serious personal injury or injury/illness (see [Section 1.1](#) for definitions), ACU will meet its statutory reporting requirements by reporting the incidents to the relevant State/Territory Statutory OHS Authorities. Additionally, under State/Territory Workers' Compensation legislation, the University must notify within the statutory time limits, its workers' compensation insurer of all injuries that have the potential to result in a workers' compensation claim.

The most appropriate corrective action will be taken to ensure the incident does not recur.

3 Guideline Purpose

The purpose of this guideline is to ensure that all incidents are reported and investigated according to legislative requirements. A consistent approach is necessary across all ACU campuses. Reporting all incidents provides the University with an accurate record that can be used to determine the most efficient use of resources in prevention strategies. Good accident investigation is an effective proactive measure in the prevention of work-related injury or illness. It is not designed to apportion blame on any individual or group.

4 Application of Guideline

The Accident/Incident Reporting & Investigation Guideline applies to all members of the University community and to all activities undertaken on University sites. This includes:

- All enrolled students.
- All Academic, General continuing and fixed term staff, Religious Members of the University and teaching staff in Centres (including casuals and sessionals) whilst they are working for, or representing the University in any capacity.
- Contractors, honoraries, visiting fellows and visitors to the University.
- Activities on University campuses, student accommodation (Ballarat) and teaching sites.

4.1 Responsibilities

Stakeholder	Responsibilities/Roles
ACU	<ul style="list-style-type: none"> ✓ Fulfil its legal obligations for the reporting of injuries, diseases and dangerous occurrences to State/Territory OHS Statutory Authorities and to keep internal records; ✓ Establish how and why the dangerous occurrence, accident and/or injury happened; ✓ Identify the corrective measures necessary to prevent recurrence of similar or related accidents / incidents; and to ✓ Take all reasonably practicable steps to ensure the health, safety and welfare of their employees, students, visitors and contractors.
Associate-Vice-Chancellors/Campus Deans	<ul style="list-style-type: none"> ✓ Implement this guideline in relation to the respective campus facilities for which they are directly responsible; ✓ Advise the Vice-Chancellor as needed on any environmental, health and safety implications that are of local campus relevance. ✓ Ensure that funding and resources are available for the implementation of the operational requirements of this Policy; ✓ Ensure that reasonable steps are taken to maintain and where necessary, improve health and safety standards to provide a safer workplace for employees and visitors; ✓ Ensure that incidents/accidents are investigated and implement where necessary corrective action(s); and, ✓ Consult with Campus Operations and Employees in relation to accident and incident reporting and the findings of investigation.
Managers/Directors/Supervisors/Deans/Heads of School	<ul style="list-style-type: none"> ✓ Ensure that all staff and students are provided with relevant information, training and appropriate supervision to assist their understanding of this guideline; ✓ Ensure that accidents/incidents within their area of responsibility are reported to Campus Operations using the Accident and Incident Report Form ✓ Investigate accidents/incidents and implement where necessary corrective action(s); and, ✓ In consultation with elected Health and Safety Representatives, (HSR's) and Local Health and Safety Committees: <ul style="list-style-type: none"> <input type="checkbox"/> support regular workplace inspections (of facilities, tools and electrical equipment) are carried out; and <input type="checkbox"/> identify hazards; evaluate risks and develop and implement appropriate controls; and, accident prevention strategies.
Employees/Students/Visitors/Contractors	<ul style="list-style-type: none"> ✓ To abide by this guideline and any decisions arising from the implementation of it; ✓ Not placing themselves or others at risk of injury ✓ Obey all reasonable OHS instructions and safe working procedures; ✓ Are required to report hazards, accidents, dangerous occurrences and injuries which may occur; and,

Stakeholder	Responsibilities/Roles
	<ul style="list-style-type: none"> ✓ Completing the Accident and Incident Report Form as soon as possible after the incident occurs and submitting it to Campus Operations.
National OHS & Wellbeing Coordinator	<ul style="list-style-type: none"> ✓ Research, develop and support implementation of this guideline throughout ACU; ✓ Receive, review and monitor Accident and Incident Monthly reports ✓ Provide recommendations, feedback, advice and support to Associate-Vice-Chancellors, Campus Deans, Local OHS Committees, Health & Safety Representatives, HR Consultants and managers and supervisors in relation to accident and incident reporting and investigation as requested; ✓ Monitor and assist as necessary or if requested, with the investigation process and the implementation of control strategies; and, ✓ Ensure timely notification to WorkCover Authority as required
First Aid Officers (FAO)	<ul style="list-style-type: none"> ✓ Provide first aid to persons involved in the incident as necessary; ✓ Remain with those requiring treatment until additional medical assistance has arrived; ✓ Organise additional medical assistance (for example ambulance); ✓ Encourage all persons treated to complete a Accident and Incident Report Form (when appropriate); ✓ Record treatment provided on the Accident Reporting Form; and ✓ Recording treatment (on the Accident Reporting Form) offered to an employee or any other individual that declines assistance from the FAO.
Campus Operations	<ul style="list-style-type: none"> ✓ Review all accident, injury, incident, hazard report forms; ✓ Maintain an Accident & Incident Register as required by State/Territory OHS Legislation; ✓ Ensure the accurate and timely completion of the Accident and Incident Report Form; ✓ Provide feedback, advice and support to direct supervisors, employees, Human Resources Consultants & OHS Committees; ✓ Provide guidance and assistance to direct supervisors to prevent a recurrence of the same or similar accident/injury/incident/hazard; ✓ Assist in the investigation process and monitor control strategies that are implemented; ✓ Ensure timely notification to State/Territory OHS Statutory Authorities of all notifiable incidents as specified by State/Territory OHS Legislation; ✓ To suspend work in the area where the accident/injury/incident/hazard has occurred, or to suspend similar work, until the investigation has been completed and/or corrective action taken, if there is a risk of a similar accident/injury/incident/ hazard occurring; and, ✓ Provide monthly reports in relation to reported accidents/incident to their respective Associate-Vice-Chancellor/Campus Dean and the National OHS & Wellbeing Coordinator.
Campus Human Resources Consultant	<ul style="list-style-type: none"> ✓ Receive from Campus Operations within 48 hours, a copy of all accidents/incidents reports relating to their

Stakeholder	Responsibilities/Roles
	respective campuses; ✓ May assist investigations where necessary; ✓ May assist in the implementation of any investigations findings; ✓ May assist managers in developing control mechanisms; and, ✓ In their capacity as the Campus Workplace Rehabilitation Coordinator: <ul style="list-style-type: none"> □ Report work-related injuries or illnesses to the University's Workers Compensation Insurers within statutory time limits, that have the potential to result in a workers' compensation claim; □ Provide staff with Workers Compensation Claims Forms and information □ Provide information to injured or ill employees on the return to work process and their rights and obligations; □ Contact injured employees and manage the return to work process including assisting with the development of individual return to work programs; and, □ Lodge workers' compensation claim forms with University's Workers Compensation Insurer for determination, if required.
OHS Committees/ Health & Safety Representatives	<ul style="list-style-type: none"> ✓ Receive information from Campus Operations in relation to accidents/incidents and investigation outcomes; ✓ Monitor the investigation process; ✓ Monitor statistical information to ascertain trends and possible problem areas; ✓ Monitor control mechanisms implemented ✓ Give credence to resource implications for proposed OHS Programs; and, ✓ Make recommendations on matters relating to accidents and incident prevention

5 Approvals

All approvals of decisions made in relation to the reporting and investigation of accidents, and the implementation of risk control measures which have cost implications to either avoid or prevent accidents must be in accordance with the University's Staffing Delegations Register.

6 Procedures

All incidents that arise out of, or in the course of any University sponsored activity must be reported. The immediate supervisor is responsible for ensuring that the correct processes are followed. Incidents that occur, during lunch or recreational breaks, or during University field activities must also be reported. If required an investigation is to be carried out by the Supervisor, a representative from Campus Operations, a Health & Safety Representative and/or a member of the Local OHS Committee. The Accident Investigation Report Form (See [Appendix 3](#)) is to be completed with copies provided to the Supervisor, involved staff member, Health and Safety Representative, Local OHS Committee Chair and Campus Operations. A summary of the final investigation report should also be provided to the Associate-Vice-Chancellor/Campus Dean and the National OHS & Wellbeing Coordinator. [Section 6.1](#) provides guidance on reporting accident/incident involving students and visitors.

The following procedure outlined in the two flow charts in [Section 6.2](#) provides direction for the reporting, recording and investigation of all injuries and incidents to staff, students, and others.

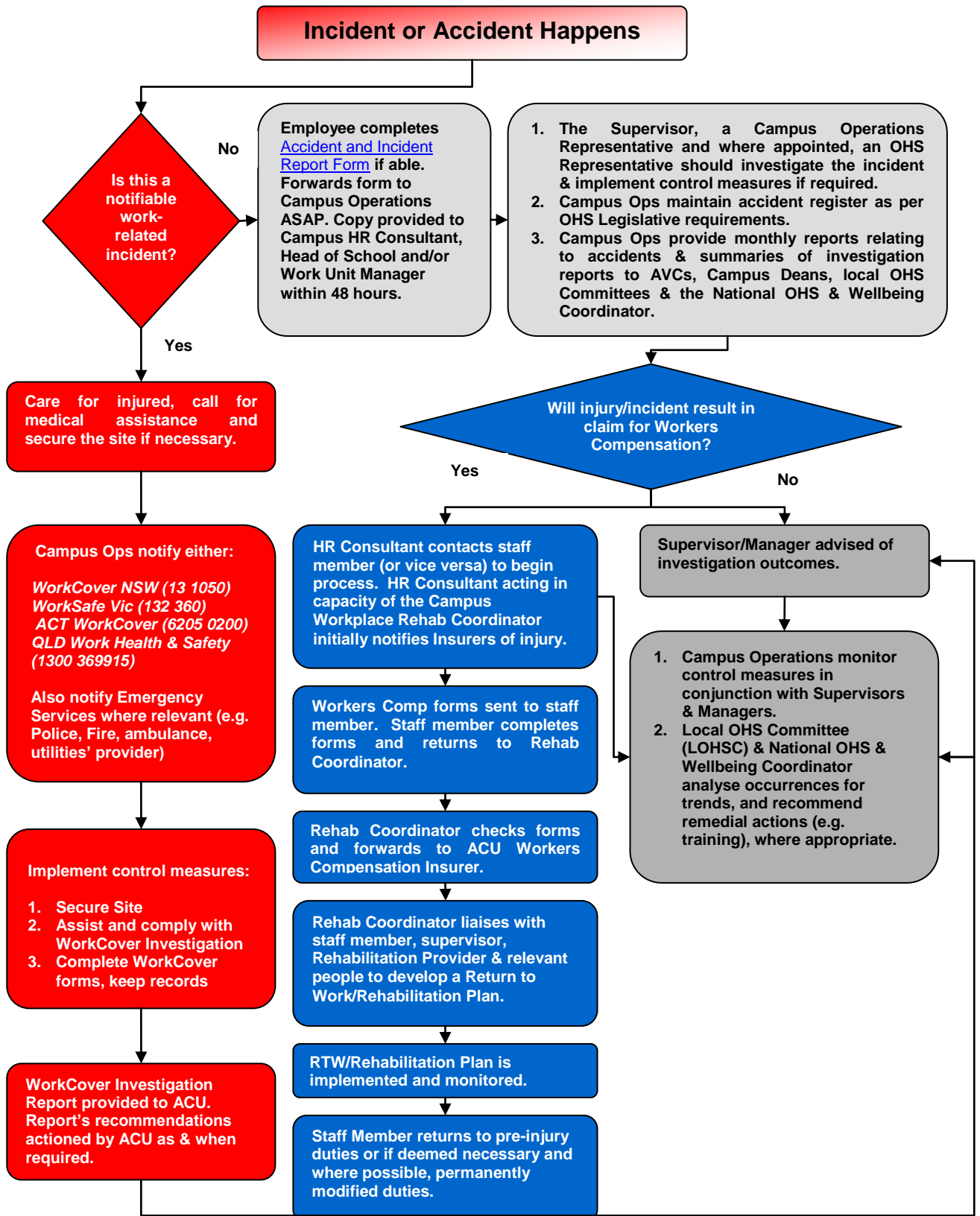
6.1 Reporting Accidents/Incidents and Dangerous Occurrences – Students/Visitors

Any accident, incident or near miss involving students and/or visitors must be reported using an ACU [Accident and Incident Report Form](#). When reporting incidents involving students/visitors, the following procedures are recommended for implementation:

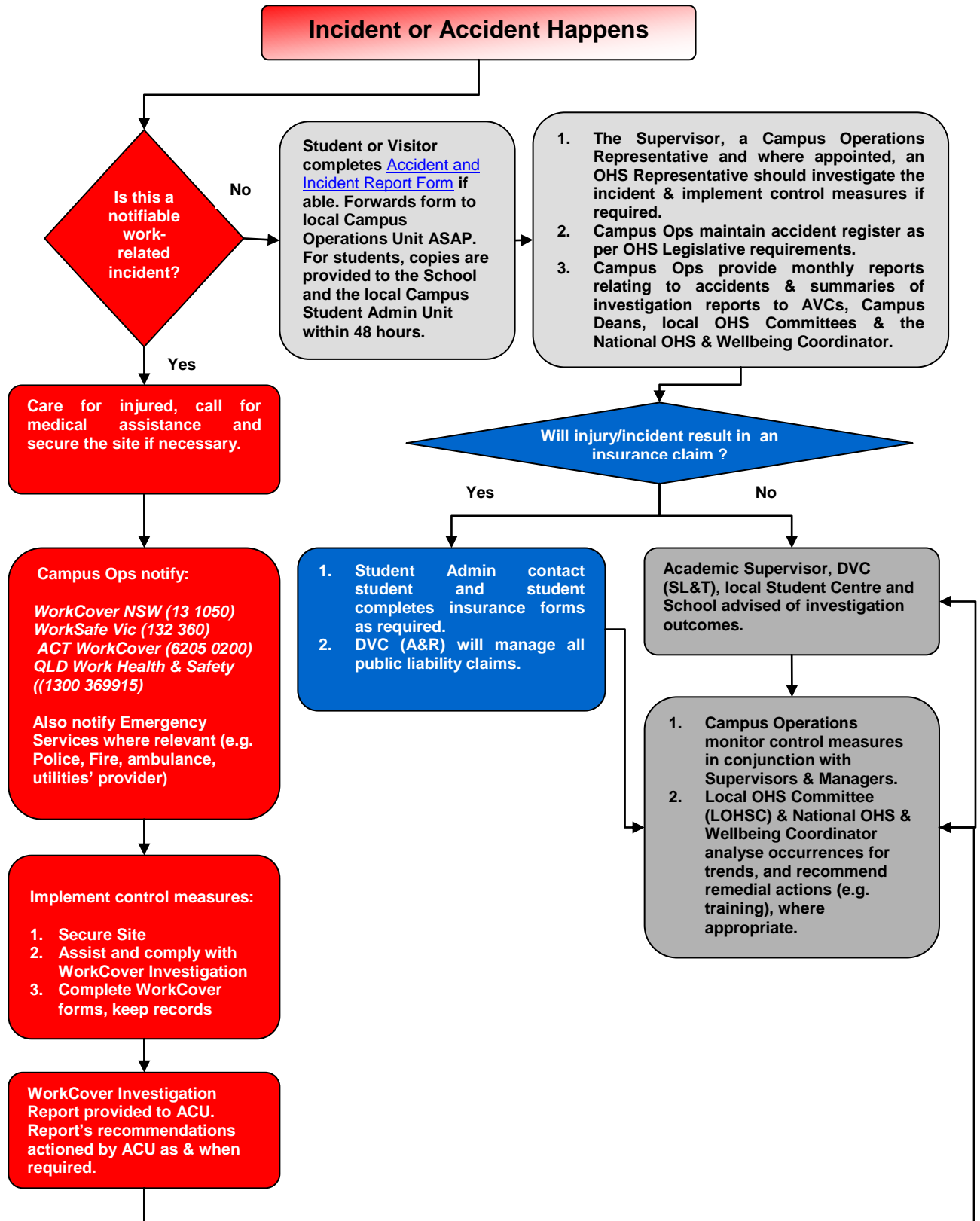
1. Student/visitor completes incident form or if incident occurs during a practical class, the supervising staff member ensures that the [Accident and Incident Report Form](#) is completed.
2. Student/visitor signs form and if first aid is tendered then treating the First Aid Officer signs the Accident/Incident Report form as well.
3. Original copy is to be forwarded to Campus Operations, with copies provided to the School and the local Student Centre – the student/visitor should keep a copy for insurance purposes.
4. Campus Operations assess whether incident is reported to WorkCover and/or if further investigation required.
5. Investigate incident if required.
6. Investigation report to School, local Student Centre and Local OHS Committee and if necessary due to seriousness of the incident the AVC/Campus Dean, National OHS & Wellbeing Coordinator and Deputy Vice-Chancellor, Student Learning and Teaching.
7. Responsible parties action investigation recommendations if and when required.
8. Local OHS Committees should analyse incidents involving students/visitors.

6.2 Reporting Accidents/Incidents and Dangerous Occurrences – Flowcharts

ACCIDENT/INCIDENT REPORTING & INVESTIGATION FLOWCHART - STAFF



ACCIDENT/INCIDENT REPORTING & INVESTIGATION FLOWCHART STUDENTS & VISITORS



6.3 Statutory Reporting Requirements

State/Territory OHS legislation requires that certain accidents, incidents or hazards are to be reported within legislative timeframes to external OHS authorities, i.e. in the event of a serious accident or incident ACU is required to notify [ACT Work Cover](#), [QLD Work Health and Safety](#), [Work Cover NSW](#) and [WorkSafe Vic](#). Given the slight legislative variations in defining notifiable incidents in existing current state/territory OHS Legislation, the table provided in [Appendix 1](#) lists the reporting requirements for each of the State Statutory OHS Authorities in which ACU operates under:

- What to Notify;
- Who and How to Notify, and,
- When to Notify.

6.4 Accident/Incident Investigation

NB: This guideline assumes appropriate first-aid/emergency services have been provided to any persons suffering injury or illness as a result of an accident.

All accident investigations should commence as soon as is practicable after the incident and be completed promptly, preferably within 72 hours of the incident. A statement from the injured person may be collected at a later date if necessary.

The objective of the investigation is to establish the direct and contributing cause/s of the incident, so that corrective action can be adopted to prevent a future recurrence. The investigation is aimed to look for system deficiencies rather than laying blame.

Where requested by the National OHS & Wellbeing Coordinator, local Campus Operations, the Local OHS Committee, the Human Resources Consultant and/or the Health and Safety Representative, incidents should be promptly investigated by the immediate supervisor of the injured or ill person, or by the person in charge of the area where the incident occurred. A representative of Campus Operations should also assist the investigation and if applicable, the elected Health & Safety Representative for the work area involved should also be included in the investigation process. Those investigating the incident should complete the ACU Workplace Accident/Incident Investigation Form (see [Appendix 3](#)).

The investigation should identify the causal factors related to the incident and assess any hazards that need to be controlled. Casual factors may include:

- Lack of knowledge or training;
- Employee placement (e.g. person is not capable of physically performing the job);
- Non enforcement of safe work practices;
- Engineering i.e. poor design, poorly designed maintenance schedules;
- Inadequate personal protective equipment;
- Inadequate inspection or maintenance systems;
- The purchase/provision of inferior equipment;
- Insufficient feedback in relation to safety; and,
- Unsafe work methods/practices.

Facts only should be investigated. The facts may be obtained using several methods, including:

- Questioning and obtaining statements from the person(s) involved, including the injured person(s) and witnesses (if any);
- Determining the events leading up to the incident;
- Inspecting machinery and equipment for signs of wear, defects, design faults etc;
- Investigating work practices;
- Observing the scene, the damage involved (take photographs if practicable);
- Collecting and storing items of evidence in labelled plastic bags; and,
- Securely storing items of evidence e.g. in a safe or lockable cabinet.

[Appendix 4](#) provides guidance on the type of questions which should or might be considered when conducting an investigation process.

Supervisors should discuss the incident with relevant staff and decide on suitable risk controls to be implemented. The investigation and corrective actions are to be recorded on the Accident/Incident Investigation Form. If during the course of the investigation, there is a need for the involvement of more senior management, then the investigation team should refer the investigation to the appropriate management level for finalisation.

Copies of the completed investigation form should be provided to:

- The Associate-Vice-Chancellor/Campus Dean responsible for the campus;
- Deputy Vice-Chancellor, Student Learning and Teaching (if there is a serious incident involving students);
- The National OHS & Wellbeing Coordinator;
- The Supervisor of the affected area;
- The Local Campus Operations Unit who are responsible for recording the findings and keeping formal records;
- The Campus Human Resources Consultant;
- Local OHS Committee Chair; and if applicable, the
- Health & Safety Representative for the relevant Designated Work Group.

It is important to remember that the results of the investigation may be made available to State OHS Statutory Authorities and Workers Compensation Insurers on behalf of the University. Accordingly, the investigation form and witness statements (if any) may be tendered as evidence at a later date. Investigations therefore need to be thorough and fully documented.

6.3 Accident/Incident Analysis

The Investigating Manager/Supervisor or delegate and Campus Operations representative will analyse the information gathered during the investigation, identify underlying causes, recommend appropriate action and refer the findings and recommendations to the Associate-Vice-Chancellor and/or Campus Dean, who are the appropriate Manager(s) affected by the findings, as well as the Local OHS Committee.

Local OHS Committees in conjunction with the Campus Operations Unit should review the investigation report, establish if appropriate action has been taken and report to the appropriate Local OHS Committee and Associate Vice-Chancellor or Campus Dean on outcomes. Information about hazards identified through incident reports are to be disseminated amongst Local OHS Committees by the National OHS & Wellbeing Coordinator to ensure that corrective action is taken across ACU.

All Local OHS Committees, the ACU Staff Consultative Committee, the National OHS & Wellbeing Coordinator and managers/supervisors should review data from accident/incident reports, monitor trends and ensure appropriate preventative strategies and priorities in health and safety are planned in accordance with risk management principles. Campus central records must be updated by the local Campus Operations Unit.

6.4 Record Keeping

Records of all incident notifications, reporting, investigation and corrective actions shall be kept by Campus Operations in conjunction with Human Resources Directorate. Where applicable, records shall be kept for the duration required by state/territory OHS and Records legislation.

Managers/supervisors are encouraged to maintain copies of Accident Report Forms and statistical information in relation to accidents/incidents, dangerous occurrences and hazards as they relate to their area of responsibility, as part their OHS Risk Management strategy and to assist them in the development of risk control measures and accident prevention strategies. Staff and students should also retain a copy of the completed accident reports for their own records. Staff training and competency records should also be kept by Learning and Development,

identifying the description of any training session, the date and location of the session, details of the provider and details of the participants.

7 Policy Review

The University may make changes to this guideline, policy and procedures from time to time. In this regard, any staff member who wishes to make any comments about this Policy may forward their suggestions to the Director, Human Resources.

8 Further Assistance

Any staff member or student who requires assistance in understanding the Accident/Incident Reporting & Investigation Guidelines should first consult their nominated supervisor. Should further policy advice be needed, staff members should contact the Human Resources Consultant responsible for their campus

9 Attachments

[Appendix 1: Table - Accident/Incident Statutory Reporting Requirements](#)

[Appendix 2: ACU Accident/Incident Report Form](#)

[Appendix 3: ACU Workplace Accident/Incident Investigation Form](#)

[Appendix 4: Helpful Hints: Accident Investigation](#)

Appendix 1: Table – Accident/Incident Statutory Reporting Requirements

	Australian Capital Territory	New South Wales	Queensland	Victoria
What to Notify	<p>Any of the following events which occur at or near the workplace and are attributable to the employer's undertaking at the workplace:</p> <ul style="list-style-type: none"> • Death of ANY person • An injury/illness to a person other than an employee • Injury/illness to an employee where they are unable to work for any period of 7 days, • A dangerous occurrence which may include: • Damage to boilers, pressure vessels, plant, equipment which endangers the health and safety of persons at the workplace • Damage or failure to cranes, hoists, conveyors, lifts, moving walks, plant, scaffolding, gears, amusement devices • Uncontrolled fire, explosion or escape of gas • An occurrence which may lead to an imminent risk fire, explosion, escape of gas, death or serious personal injury or substantial damage to property 	<p>Incidents involving injury or illness to workers:</p> <ul style="list-style-type: none"> • Fatality, serious injury or illness • Injury or illness where Workers Compensation is payable or maybe payable <p>Incidents involving injury or illness to NON-Workers at your workplace:</p> <ul style="list-style-type: none"> • Fatality or serious injury or illness • Results in the person being unable to perform their normal activities for 7 or more days <p>Incidents that present a risk to the health and safety at your workplace:</p> <ul style="list-style-type: none"> • Serious incidents that immediately life threatening but result in no injury or illness e.g. collapse of an excavation with no injury • Not immediately life threatening but result in no injury or illness e.g. exposure to specific substances. 	<p>Part 7 of the <i>Workplace Health and Safety Regulation 1997</i> stipulates that the following people have a legal obligation to report particular workplace incidents not causing death:</p> <ul style="list-style-type: none"> • employers • self employed persons • principal contractors (at a construction workplace) <p>In the event of a death occurring, the following persons must report the incident:</p> <ul style="list-style-type: none"> • if the death is the employer - the person next in charge • if the death is anyone other than the employer - the employer or self-employed person • if the death occurred at a construction workplace - the principal contractor <p>There could be some instances when more than one person needs to report the incident.</p> <p>Notifiable incident means :</p> <ul style="list-style-type: none"> • an incident resulting in a person suffering a work injury that is a serious bodily injury, including a fatality • a work caused illness • a dangerous event <p>Work injury means:</p> <ul style="list-style-type: none"> • an injury to a person that requires first aid or medical treatment if the injury was caused by work, a workplace, a workplace activity or specified high risk plant; or • the recurrence, aggravation, acceleration, exacerbation or deterioration of any existing injury in a person if: 	<p>The duty to notify WorkSafe of serious workplace incidents applies if you are:</p> <ul style="list-style-type: none"> • an employer who has the management and control of a workplace; or • a self employed person who has the management and control of a workplace. <p>Notification is required where an incident at a workplace results in death; or serious injury.</p> <p>Serious injury is used in this context to describe those incidents that include, but are not limited to, incidents that result in a person requiring:</p> <ul style="list-style-type: none"> • medical treatment within 48 hours of exposure to a substance • immediate treatment as an in-patient in a hospital • immediate medical treatment for: <ul style="list-style-type: none"> a. amputation b. serious head injury c. serious eye injury d. separation of skin from underlying tissue (for example de-gloving or scalping) e. electric shock f. spinal injury g. loss of bodily function h. serious lacerations <p>The notification duty also applies to incidents that expose a person in the immediate vicinity to an immediate health or safety risk through incidents including:</p> <ul style="list-style-type: none"> • the collapse, overturning, failure or malfunction of, or damage to, plant that

	Australian Capital Territory	New South Wales	Queensland	Victoria
			<ul style="list-style-type: none"> • first aid or medical treatment is required for the injury; and • work, a workplace, workplace activity or specified high risk plant caused the recurrence, aggravation, acceleration, exacerbation or deterioration; or • any serious bodily injury, if the injury was caused by work, a workplace, a workplace activity or specified high risk plant. <p>Serious bodily injury means an injury to a person that causes:</p> <ul style="list-style-type: none"> • the injured person's death; or • the loss of a distinct part or an organ of the injured person's body; or • the injured person to be absent from the person's voluntary or paid employment for more than four normal working days. <p>Work caused illness means:</p> <ul style="list-style-type: none"> • an illness contracted by a person to which work, a workplace, a workplace activity or specified high risk plant was a significant contributing factor; or • the recurrence, aggravation, acceleration, exacerbation or deterioration in a person of an existing illness if work, a workplace, a workplace activity or specified high risk plant was a significant contributing factor to the recurrence, aggravation, acceleration, exacerbation or deterioration. <p>Dangerous event means:</p> <ul style="list-style-type: none"> • an event caused by specified high risk plant; or an event at a workplace caused by workplace activity • if the event involves or could have involved exposure of persons to risk to their health and safety because of: • collapse, overturning, failure or 	<p>is required to be licensed or registered; the collapse or failure of an excavation or of any shoring supporting an excavation;</p> <ul style="list-style-type: none"> • the collapse or partial collapse of a building or structure; • an implosion, explosion or fire; • the escape, spillage or leakage of any substance including dangerous goods; • the fall or release from a height of any plant, substance or object; or • the following events in a mine⁴: <ul style="list-style-type: none"> (i) the overturning or collapse of any plant; or (ii) the inrush of water, mud or gas; or (iii) the interruption of the main system of ventilation.

	Australian Capital Territory	New South Wales	Queensland	Victoria
			<p>malfunction of, or damage to, an item of specified high risk plant; or</p> <ul style="list-style-type: none"> collapse, or failure of an excavation or of any shoring supporting an excavation; or collapse, or partial collapse of any part of a building or other structure; or damage to any load bearing member of, or the failure of any brake, steering device or other control device of, a crane, hoist, conveyor, lift or escalator; or implosion, explosion or fire; or escape, spillage or leakage of any hazardous material or dangerous goods; or fall or release from a height of any plant, substance or object; or damage to a boiler, pressure vessel or refrigeration plant; or Uncontrolled explosion, fire or escape of gas or steam. 	
Who to Notify	<p>ACT WorkCover by completing an "Injury and Dangerous Occurrence Report Form" and forwarding the completed form to the postal address below:</p> <p>Postal: ACT WorkCover PO Box 224 CIVIC SQUARE ACT 2608</p> <p>Or</p> <p>Fax: 02 6205 0336 Ph: 02 6205 0200</p>	<p>NSW WorkCover</p> <p>Online Form: - follow links.</p> <p>Ph: 13 10 50</p>	<p>Workplace Health and Safety Queensland</p> <p>Ph: 1300 369 915</p> <p>Print approved form and fax to:</p> <p>Brisbane Office Fax: 07 3225 1540</p> <p>Complete Online Form</p>	<p>All notifiable incidents except those in a mine or in a quarry are to be notified to WorkSafe as set out in the table below. The written notification should be provided in the Incident Notification Form</p> <p>STEP 1:</p> <ul style="list-style-type: none"> Telephone WorkSafe on 132 360 Immediate notification means as soon as you become aware of the incident. The officer receiving your call will record details of the incident and issue you with a Reference Number. The Reference Number is your proof of immediate notification. <p>STEP 2: Send a written notification by: Fax: (03) 9641 1091,</p> <p>Or</p>

	Australian Capital Territory	New South Wales	Queensland	Victoria
				<p>Deliver the written notification to: WorkSafe Victoria, 222 Exhibition St, Melbourne Or</p> <p>Post it to: WorkSafe Victoria Incident Notification, GPO Box 4306, Melbourne 3001</p>
When to Notify	<p>Death:</p> <ul style="list-style-type: none"> As soon as possible by telephone. <p>Other Incidents or dangerous occurrences: As soon as practicable but not later than 7 days after the event.</p>	<p>Death:</p> <ul style="list-style-type: none"> IMMEDIATELY on 13 10 50. <p>Injury/illness/Other Incidents to Employees:</p> <ul style="list-style-type: none"> Notify Workers Compensation Insurer within 48 hours. The Insurer notifies WorkCover. <p>Injury/Illness/Other Incidents to NON-Workers:</p> <ul style="list-style-type: none"> Notify full notification details NSW WorkCover within 7 days using the online form. <p>Incidents that present a risk:</p> <ul style="list-style-type: none"> Life threatening: Immediately on 13 10 50. Not immediate threat: Within 7 days using online form 	<p>Written notification is required within 24 hours of an incident.</p> <p>If the incident involves a death, immediate notification is required on 1300 369 915.</p> <p>A Workplace Health and Safety Queensland Inspector is on call 24 hours.</p> <p>If the workplace incident occurs at a construction workplace, the employer or self-employed person must:</p> <ul style="list-style-type: none"> immediately notify the principal contractor for the workplace that the workplace incident has happened; and give the principal contractor any help the principal contractor may reasonably require to complete an approved form 	<p>The Act requires employers and self-employed persons to notify WorkSafe immediately they become aware of a notifiable incident at their workplace.</p> <p>The duty to notify applies as soon as an incident at a workplace results in one of the consequences described above (under what is a notifiable incident).</p> <p>Written notification must reach WorkSafe within 48 hours of you becoming aware of the incident and you must include your Reference Number on the Incident Notification Form.</p>

ACCIDENT AND INCIDENT REPORT

PERSONAL INFORMATION

Surname: _____ Given Name: _____ Date of Birth: _____

Classification: Staff Student Visitor Contractor Other: _____

Gender: Male Female Employee/Student ID Number: _____

Address: _____

Campus: _____ Department/Course: _____

Supervisor/Course Coordinator: _____ Contact No.: _____

Supervisor/Course Coordinator Signature: _____

ACCIDENT/INCIDENT DETAILS

Date of Accident/Incident: _____ Time: _____

Where did Accident/Incident Occur? _____

Nature of Injury (if applicable): _____

How did the Accident/Incident Occur?: _____

FIRST AID TREATMENT PROVIDED

None First Aid Treatment Provided (FAO to complete): _____

Sent Home Date: _____ Time: _____

Attended Doctor ^{*(attach)} Date: _____

Ambulance Called Date: _____ Time: _____

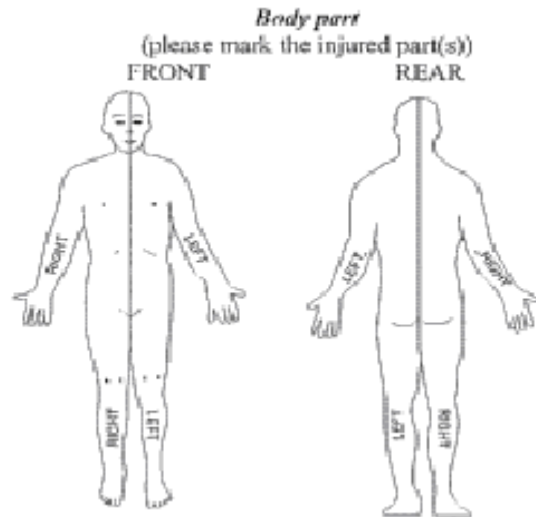
Attended Hospital Date: _____

First Aid Officer: _____ Signature: _____ Date: / /

INJURY DETAILS

Please selected the nature of the injury, indicate the body part, and cause of the injury:

- Amputation
- Asphyxiation
- Bruise or crushing
- Burn or scald
- Cut or open wound
- Dislocation
- Exposure
- Foreign body
- Headache or possible concussion
- Inhalation or respiratory
- Internal injury
- Possible fracture
- Possible poisoning
- Possible skin disorder
- Puncture
- Sprain or strain
- Other: _____



Please indicate what appears to be the cause of the injury:

- | | | |
|--|--|--|
| <input type="checkbox"/> Animal or insect | <input type="checkbox"/> Biological | <input type="checkbox"/> Chemical |
| <input type="checkbox"/> Electricity | <input type="checkbox"/> Equipment or tool (powered) | <input type="checkbox"/> Equipment or tool (non powered) |
| <input type="checkbox"/> Explosion or implosion (pressure) | <input type="checkbox"/> Slip trip or fall | <input type="checkbox"/> Needle or sharp |
| <input type="checkbox"/> Radiation | <input type="checkbox"/> Thermal (heat or cold) | <input type="checkbox"/> Stepping on or striking object |
| <input type="checkbox"/> Struck by moving object | <input type="checkbox"/> Muscular Effort | <input type="checkbox"/> Vehicle |
| <input type="checkbox"/> Vibration | | <input type="checkbox"/> Other: _____ |

Is this an aggravation of a previous injury? Yes No

Were there any witnesses? Yes No

Witness Contact details: _____

Have you notified your Supervisor? Yes No Date Notified: _____

Has a WorkCover claim form been requested from Human Resources? Yes No

SIGNATURES

Signature of Individual: _____ Date: _____

Witness: _____ Date: _____

INVESTIGATION

Is further investigation required? Yes No (If yes, please see appendix 2 of First Aid Procedures)

What action has been taken to prevent the incident/accident occurring again?

COPIES OF REPORT

1. This form should be forwarded immediately to the local Campus Operations Manager.
2. Campus Operations are to forward a copy within 48 hours of the injury, to the local Human Resources Consultant, Head of School/Work Unit Manager (for all accidents/incidents involving a staff member) and/or the local Student Centre and Head of School (for all accidents/incidents involving students).
3. Please keep a copy for your own records.

Appendix 3: Workplace Accident/Incident Investigation Form

WORKPLACE ACCIDENT/INCIDENT INVESTIGATION FORM

Name of Investigator(s): _____ Ext: _____
: _____ Ext. _____

Description of event:

Any factors that led to the accident/incident:

CORRECTIVE ACTION (controls to minimise risks and prevent further accidents/incidents)

Short term action taken: _____

Action taken by: _____ Date action taken: _____

Long term corrective action: _____

Action to be taken by: _____ Date action to be taken: _____

COST ANALYSIS

Estimate the costs associated with this event:

Wages: \$ _____

Medical Costs: \$ _____

Administrative Time: \$ _____

Replacement Costs: \$ _____

Material Losses: \$ _____

Repairs: \$ _____

Other: \$ _____

Total: \$ _____

Comment on cost if required:

Name: _____ Date: _____

Signature: _____ Position: _____

Name: _____ Date: _____

Signature: _____ Position: _____

Appendix 4: Helpful Hints: Accident Investigation

Investigation of Accident/Incident or Near Miss Checklist

Supervisors may find the following a useful accident checklist. It is by no means exhaustive but gives some indication of subject headings that may be of use when compiling a report. Whether the incident is an accident or a near miss, investigations should be as thorough as possible.

General details

- ⇒ Date of accident
- ⇒ Location of accident
- ⇒ Who was involved
- ⇒ Witness names (if any)
- ⇒ What happened (sequence of events)
- ⇒ Agency of injury (object that caused the damage)
- ⇒ Mechanism of injury (action that caused the damage)

Other Incidents:

- ⇒ Has Local OHS Committee reviewed similar incidents?
- ⇒ Have OHS Committees on other campuses reviewed similar incidents?
- ⇒ Are there records of similar events?
- ⇒ Any common factors with other incidents?

What was the state of?

- ⇒ Lighting?
- ⇒ Temperature?
- ⇒ Noise?
- ⇒ Dust and Fumes?
- ⇒ Flooring?
- ⇒ Housekeeping?

Training and Supervision

- ⇒ How long had worker been doing the job?
- ⇒ Had they had any safety training?
- ⇒ Who gave the instructions and directions?
- ⇒ Was there adequate supervision?
- ⇒ Had the supervisor any training in safety?
- ⇒ Method of work. Was it adhered to? If not, why not?

Protective Clothing and Equipment

- ⇒ Was Protective Clothing needed?
- ⇒ What Protective Clothing was made available?
- ⇒ What condition was it in?
- ⇒ Did it hamper communication (e.g. warning shout not heard)?
- ⇒ Was it used correctly?

Conclusion & Recommendations

- ⇒ What factors should be addressed from investigation findings to minimise recurrence?