

# REPORT A SAFETY ISSUE OR INCIDENT FLOWCHART (Appendix A)

## What do I report?

Anything you think is a *safety issue*.

A *safety issue* is something that unless action is taken, may cause injury/illness

**OR**

An event that occurred that did, or could have, caused injury or illness.

**Report  
a safety  
issue**

**Alert and ensure the safety of others in the area.**

**Enter the details of the safety issue or incident using:**

- the [app](#); or
- [on-line form](#).

**If you or someone is injured**

Arrange for medical treatment e.g.

- contact the local [first aider](#); or
- transport to a medical centre.

**If a life-threatening incident**

e.g. medical emergency requiring an ambulance, fire, hazardous chemical spill, electric shock, explosion, gas leak

- Ring Emergency Services (0)000; then
- Notify Security (831) 35444; and

**If you have been injured; or there is the potential for someone else to be injured/placed at risk.**

**Notify:** Immediately, or as soon as possible. (i.e. before you leave the workplace.)

Your:

- immediate supervisor or the person in control of the activity/area; and
- the [local HSW contact](#).

To let them know that there is a safety issue or an incident has occurred.

**If requested**

Provide additional information to:

- the [local HSW contact](#) (as applicable) and
- immediate supervisor or the person in control of the activity/area. e.g. to enable them to ascertain the facts.

### LEGEND – INCIDENT REPORTING RESPONSIBILITIES

All workers (staff, titleholders, volunteers, contractors) and students

Health, Safety and Wellbeing Officers (HSWOs)

HR HSW Team or Security Supervisor (if after hours)

### Assess (and triage) the incident report

- Review the [incident report](#)
  - Determine if further information is required
  - Determine if a notifiable incident
- If yes** - Contact your HSW Senior Advisor

### If required

- Attend on site and meet with the person reporting the incident, supervisor/person in control of the activity or area and other stakeholders as applicable
- Add additional information to the incident report
- Notify the relevant executive and HSR (if applicable).

### External incident notification (Notifiable incident to SafeWork SA)

- Report the incident to SafeWork SA on behalf of the University