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.

**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)

**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.

**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

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