

REPORT A SAFETY ISSUE OR INCIDENT FLOWCHART (Appendix A)

LEGEND - SAFETY ISSUE REPORTING RESPONSIBILITIES

All workers (staff, titleholders, volunteers, contractors) and students
Health, Safety and Wellbeing Advisors/Officers (HSWOs)
Manager, HSW Advisory

Report a safety issue

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
- Gain assistance from others if needed.



Always

Formally report the safety issue/incident

- ☐ Alert and ensure the safety of others in the area.
- ☐ Enter the details of the safety issue or incident using:
 - □ the UniSafe app; or
 - online form via the "report a safety issue" link on the HSW webpage.

(Note: Supervisors are responsible for ensuring injuries are reported in the system.)

Injury (or illness)
as a result
of the issue/incident

Staff

Follow the <u>Injury</u>
<u>Management</u>
<u>procedure</u>

Students,

volunteers:

Follow the processes on the Risk Services website

Contractors:

Follow your own employer's procedures



Assess (and triage) the report

- □ Review the report
- Determine if further information is required
- □ Determine if a <u>notifiable incident</u>
 <u>If yes</u> Contact <u>Manager</u>, <u>HSW Advisory</u>



If required

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



Notifiable incident to SafeWork SA

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

- If:
- → you have been injured; or a second or a second
- 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 <u>HSW Team</u>

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

If requested

Provide additional information to:

- □ the <u>HSW Advisor/Officer</u> and
- immediate supervisor or

the person in control of the activity/area.
e.g. to enable them to ascertain the facts and
establish a timeline of events.

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