

# NOTIFIABLE INCIDENTS

## A guide for the members of the HSW Community of Practice

This guide aims to assist you in identifying which reported incidents are considered to be a Notifiable Incident (i.e. an incident that is reportable to SafeWork SA) and the steps and actions you should take in your role.

<b>Step 1</b>	<p><b>Confirm that the incident resulted from a University work related activity or occurred in a location that the University controls or owns (this includes off-campus activities).</b></p> <p>It can be an incident involving staff, volunteers, students, members of the public or contractors. It does not apply to a worker who suffers an injury/illness unrelated to work e.g. a personal illness.</p>
---------------	---

<b>IF YES</b> Proceed to Step 2	<b>IF NOT SURE</b> Contact your Senior HSW Advisor	<b>IF NO</b> No further action This is a “Null incident”
------------------------------------	---	--



<b>Step 2</b>	<p><b>Decide if the person involved has been seriously injured or is seriously ill</b></p>
---------------	--

- Did the incident result in any one (or more) of the following?**
- Immediate treatment as an in-patient in a hospital (It does not include treatment as an out-patient)
  - Immediate treatment for the amputation of any part of the body
  - Immediate treatment for a serious head injury e.g. fractured skull, loss of consciousness (It does not include a bump to the head resulting in a bruise, headache)
  - Immediate treatment for a serious eye injury e.g. object penetrating the eye, exposure to a hazardous substance (It does not include eye irritation)
  - Immediate treatment for a serious burn e.g. requiring intensive care, compression garment or skin graft
  - Immediate treatment for the separation of skin from an underlying tissue e.g. such as degloving or scalping
  - Immediate treatment for a spinal injury e.g. injury to the cervical, thoracic, lumbar or sacral vertebrae discs and spinal cord
  - Immediate treatment for the loss of a bodily function e.g. loss of consciousness, loss of movement of a limb
  - Immediate treatment for serious lacerations e.g. extensive cut causing a permanent impairment, deep puncture wound
  - Medical treatment within 48 hrs of exposure to a substance e.g. exposure to chemicals, airborne contaminants, exposure to human/animal and body substances
  - A work-related infection arising from:
    - a micro-organism;
    - the provision of treatment or care to a person;
    - contact with human blood or body substances;
    - the handling or contact with animals, animal hides, skins, wool or hair, animal carcasses or animal waste products
  - Contracting an occupational zoonoses in the course of work involving handling or contact with animals, animal hides, skins, wool or hair, animal carcasses or animal waste products i.e. Q fever, Anthrax, Leptospirosis, Brucellosis, Hendra Virus, Avian Influenza, Psittacosis.
  - Death of a person.

**(Note: Immediate treatment** means the kind of urgent treatment provided by a registered medical practitioner, a paramedic or registered nurse. **Medical treatment** refers to treatment by a registered medical practitioner [a doctor].)

<b>IF YES</b>	<b>IF NOT SURE</b>	<b>IF NO</b>
Then the incident <b>IS NOTIFIABLE</b> Go to Steps 4 5 and 6	Contact your <a href="#">HSW Senior Advisor</a> .	Go to <b>Step 3</b>

HSW	HSWO Manual – Notifiable incidents	Effective Date:	6 November 2018	Version 1.0
Authorised by	Associate Director, HSW	Review Date:	6 November 2021	Page 1 of 4
Warning	This process is uncontrolled when printed. The current version of this document is available on the HSW Website.			

## NOTIFIABLE INCIDENTS

### Step 3

#### DANGEROUS INCIDENTS

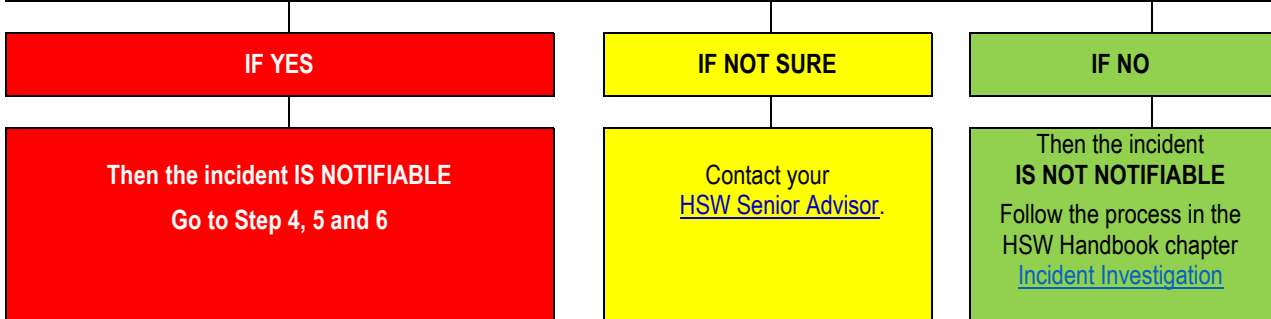
**Decide if the workplace incident has, or could have exposed a person, to a dangerous and serious risk of injury/illness**

**Note: Even if no-one is injured, work-related dangerous incidents that must also be notified.**

**The person was exposed to any one (or more) of the following?**

- An uncontrolled escape, spillage or leakage of a substance;
  - An uncontrolled implosion, explosion or fire;
  - An uncontrolled escape of gas or steam;
  - An uncontrolled escape of a pressurised substance;
  - Electric shock (e.g. minor shock resulting from direct contact with exposed live electrical parts (other than extra low voltage) including shock from capacitive discharge)
- This does not include:
- Shock due to static electricity
  - Extra low voltage shock (i.e. arising from electrical equipment less than or equal to 50V AC and less than or equal to 120V DC)
  - defibrillators
  - The fall or release from a height of any plant, substance or thing;
  - The collapse, overturning, failure or malfunction of, or damage to, any plant that is required to be authorised for use in accordance with the regulations;
  - The collapse or partial collapse of a structure;
  - The collapse or failure of an excavation or of any shoring supporting an excavation;
  - The inrush of water, mud or gas in workings, in an underground excavation or tunnel;
  - The interruption of the main system of ventilation in an underground excavation or tunnel;
  - Any other event prescribed by the regulations.

It also includes a risk from an immediate exposure to a substance which is likely to create a serious risk to health or safety in the future, for example asbestos or hazardous chemicals.



### Step 4

#### The incident fits the definition of a Notifiable Incident under the WHS Regulations

**Alert your [Senior HSW Advisor](#) and commence the fact finding process as a priority.**

(There is a legal requirement for the University to notify the regulator (SafeWork SA) immediately once the incident fits the legal definition. Failure to report a notifiable incident is an offence under the WHS Act and penalties could be applied to both individuals and the University.)

- Contact and take advice from the [Senior HSW Advisor](#).
- If safe: Attend the incident site to commence the initial investigation (e.g. to take photos, identify the plant/equipment), but do not remove or interfere with the incident site (including any plant, substance, structure or thing associated with the incident).
- Identify the workers who were involved in the incident and any other stakeholders (including witnesses) and note any key points from their recollections of the incident. (Including what happened leading up to the incident.)  
Incidents relating to contractors engaged for construction work
  - Liaise with the relevant University Contract/Project Manager from Capital Projects (831 35701) or Service Delivery (831 34008).
- Make arrangements to ensure the site is secured (e.g. locked, barrier installed, signage installed to prevent access).

HSW	HSWO Manual – Notifiable incidents	Effective Date:	6 November 2018	Version 1.0
Authorised by	Associate Director, HSW	Review Date:	6 November 2021	Page 2 of 4
Warning	This process is uncontrolled when printed. The current version of this document is available on the HSW Website.			

## NOTIFIABLE INCIDENTS

**Step 4 (Cont)**      **The incident fits the definition of a Notifiable Incident under the WHS Regulations**

- Collate the following information and then re-contact your [Senior HSW Advisor](#) who will report the incident to SafeWork SA.

<b>DETAILS OF INCIDENT</b>	<b>Type of notifiable incident</b> <small>(i.e. as listed under Step 2 or Step 3)</small>	
	<b>When did it happen</b> <small>(Date and time)</small>	
	<b>Where did it happen</b> <small>(Exact location – Campus, building, room, area, address)</small>	
	<b>What work was being performed at the time of the incident?</b>	
	<b>What happened?</b>	
	<b>Was any plant/equipment/substance being used at the time? What was it?</b>	
	<b>Apparent cause of the incident?</b>	

<b>INITIAL ACTION</b>	What action was immediately taken to make the site safe/prevent a further injury/incident?	
	Has the site and any plant/equipment/substance associated with the incident been secured pending advice from SafeWork SA?	

<b>INJURED PERSON</b>	Name of person(s) involved	
	Occupation	
	Relationship e.g. employee, student	
	Address	
	Injuries (if known)	
	If provided with immediate treatment in hospital and where (if known)	
If known Date of Birth Contact number		

**GO TO STEPS 5 AND 6**

## NOTIFIABLE INCIDENTS

### Step 5 Determine if the incident site is to remain secured, or if work can continue

#### Based on the advice of SafeWork SA inspector.

- ❑ If the site is to remain secured, provide timely and appropriate communication to relevant stakeholders, in consultation with the Supervisor, to ensure the site and any plant/equipment/structure/substance involved in the incident is not removed/repared and no work is undertaken until the SafeWork investigation is complete or the inspector directs otherwise. Provide any evidence/documentation requested by the inspector to determine the cause of the incident as soon as possible. Commence the Incident investigation process in accordance with the [HSW Handbook chapter Incident Investigation](#).

#### Noting

Preserving an incident site does not prevent any action needed to:

- ❑ assist an injured person
  - ❑ make the site safe or to minimise the risk of a further notifiable incident; or
  - ❑ to facilitate a police investigation.
- ❑ If the site has been released by SafeWork SA, then ensure appropriate action is taken to prevent a recurrence in consultation with the Supervisor in control of the area/activity in accordance with the [HSW Handbook chapter Incident Investigation](#) and [HSW Handbook chapter Corrective Action](#). This will include any additional notifications/updates to relevant staff re status and an investigation report to executive.

#### Initial documentation

Where relevant, and as a guide, the documentation you should initially request from the supervisor (as a starting point):

- ❑ Is there a Risk Assessment for the activity?
- ❑ Is there a Safe Operating Procedure for the activity?
- ❑ Are there any records of instruction (proficiency) and/or training (competency, licences) for the person who was undertaking the activity?
- ❑ Are there any testing/maintenance records for plant/equipment if it failed/contributed to the incident?  
(A photo of the tag/maintenance record is sufficient)

If a contractor/construction project

- ❑ Is there a signed Permission to Work for the activity?
- ❑ Are there copies of Induction, any licences etc.

If yes to any of the above, attach the documents to the incident report in UniSafe.  
(They are generally the first documents requested by SafeWork SA as part of their investigation.)

**Final documentation (as applicable)** to be progressively attached to the incident report in UniSafe.

- ❑ A copy of the new/revised Risk Assessment and SOPs, to prevent a recurrence, outlining the changes.
- ❑ A copy of any correspondence provided to workers who undertake the activity, advising them of the changes.
- ❑ A copy of any instruction/training records (where provided to workers post incident).

**Note – SafeWork SA may request other documentation. It will depend on the nature and location of the incident.**

### Step 6 If an employee has been injured, or is seriously ill

- ❑ Ensure that the [HSW Injury Management and Wellbeing advisor](#) is notified in consultation with the relevant Supervisor. (This will enable the appropriate support, assistance and advice to be provided to the injured worker.)

#### Further information

This guideline should be read in conjunction with the following HSW Handbook chapters

[Report a safety issue or incident](#)  
[Incident investigation](#)

Additional guidance material is also available in the [HSWO manual](#) (including tips and incident investigation tools) or contact your [Senior HSW Advisor](#).

HSW	HSWO Manual – Notifiable incidents	Effective Date:	6 November 2018	Version 1.0
Authorised by	Associate Director, HSW	Review Date:	6 November 2021	Page 4 of 4
Warning	This process is uncontrolled when printed. The current version of this document is available on the HSW Website.			