



Report a safety issue or incident

IMPLEMENTATION

Aim

To prescribe the responsibilities and actions required for reporting a safety issue or incident on University premises and/or during University related activities to ensure the University meets the requirements of the [Health, Safety and Wellbeing \(HSW\) Policy](#) and the relevant sections of the [Work Health and Safety \(WHS\) Act 2012 \(SA\)](#) and [WHS Regulations 2012 \(SA\)](#).

1 Objectives

To have appropriate processes for reporting safety issues/incidents and responding in a timely way to that information.

2 Scope

This process applies to all workers (e.g. staff, title holders, volunteers and contractors) and students. (Note: Contractors and the University’s Contract/Project Manager have additional responsibilities in the event of an incident (including Notifiable incidents). Refer to the [Contractor Safety Management](#) Handbook chapter.)

3 Application

This process is applicable when undertaking any University work, teaching or research activity, regardless of where or when the activity takes place.

4 Process: Internal notification of incidents (including near misses) or safety issues (see definitions)

Person Responsible	Actions
<p>4.1 Workers (e.g. staff, title-holders, volunteers, contractors) and students</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Report a safety issue or incident in accordance with the “Report a safety issue or incident flowchart” (Appendix A).
<p>4.2 Supervisor; or Person in control of the activity/area</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Encourage and enable staff, students, title-holders, volunteers and contractors to report safety issues or incidents in your area(s) of responsibility. <input type="checkbox"/> Provide assistance and support to the person notifying the incident, as required. <input type="checkbox"/> Take action to make the area safe and/or prevent a recurrence, where you have control. <input type="checkbox"/> Ensure there is prompt reporting into the system if someone is injured and notify the University’s Injury Management and Wellbeing Advisor if the injured staff member requires support and information regarding workers compensation (e.g. the potential for lost time and/or medical treatment). <input type="checkbox"/> Provide additional information to the local HSW contact (e.g. to enable them to ascertain the facts and establish a time-line of events).

HSW Handbook	Report a safety issue or incident	Effective Date:	31 July 2018	Version 1.1
Authorised by	Chief Operating Officer (University Operations)	Review Date:	31 July 2021	Page 1 of 6
Warning	This process is uncontrolled when printed. The current version of this document is available on the HSW Website.			

5 Process: Assess the UniSafe incident report

Person Responsible	Actions
<p>5.1 Health, Safety and Wellbeing Officer (HSWO)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Monitor emails on a regular basis for system generated notifications. <input type="checkbox"/> Assess the details of the incident(s). <input type="checkbox"/> Follow the "Report a safety issue or incident flowchart" (Appendix A) and processes in the HSWO manual. (see definitions). <input type="checkbox"/> Determine if further action is required, <u>in consultation with the relevant Supervisor/Person in control of the activity/area.</u> <ul style="list-style-type: none"> <input type="checkbox"/> Have all appropriate emergency actions been taken? (e.g. first aid, contingency plans enacted) <input type="checkbox"/> Has the area been made safe? (Noting this may be by restricting access/minimising exposure to potential hazards). <input type="checkbox"/> Have wellbeing checks been undertaken for workers and students who might be affected? <input type="checkbox"/> Attend on site if required. <input type="checkbox"/> Take photos of the incident site/hazards/equipment or facilities where relevant. <input type="checkbox"/> Is it notifiable to SafeWork SA? (See definitions). If yes – as quickly as possible: <ul style="list-style-type: none"> <input type="checkbox"/> Collate the information required to complete the SafeWork SA Incident notification form. <input type="checkbox"/> Contact and provide the details/copy of the completed form to your HSW Senior Advisor. (See section 6 below for further information.) <input type="checkbox"/> Determine if you need to inform others within your School/Branch of this safety issue or incident, including the Health and Safety Representative (if applicable to your area), and generate notification email(s) from the system and/or make direct contact with senior management, based on the initial findings and the severity of the incident.

6 Process: Notifiable incidents (i.e. require reporting to the regulator SafeWork SA)

Person Responsible	Actions
<p>6.1 Director, HSW (or delegate)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Report the Notifiable incident to SafeWork SA, immediately after confirming the incident meets the definition under the WHS Act Section 35 and in accordance with the requirements of the Work Health and Safety (WHS) Act 2012 (SA). <input type="checkbox"/> Ensure a report is provided to the Office of the Technical Regulator if the incident related to an electric shock, gas infrastructure, or non-automotive gas fitting. <input type="checkbox"/> Forward an email summarising the incident to the Chief Operating Officer (University Operations), Director Human Resources and Legal and Risk. <input type="checkbox"/> Provide assistance, advice and support to the staff in the area as required. <input type="checkbox"/> Communicate and co-ordinate with stakeholders if SafeWork SA advise that they will attend on site.

6 Process: Notifiable incident (Continued)

Person Responsible	Actions
<p>6.2 HSWO (and other members of the HSW Community of Practice where relevant/required)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Attend on site if SafeWork SA advise they will attend and provide assistance and information requested. <input type="checkbox"/> Notify and brief relevant Executive, Head of School/Branch and Senior HSW Advisor.
<p>6.3 Security Supervisor</p>	<p>After Hours (i.e. between 7.00pm and 7.00am, weekends and public holidays)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Report the Notifiable incident to SafeWork SA, immediately after confirming the incident meets the definition under the WHS Act Section 35. [Note: A fact sheet is provided by SafeWork Australia to assist determining whether the regulator needs to be notified and provides examples.] <input type="checkbox"/> Enter the details of the incident into the University's on-line system and attach any other documents/photos taken on site. (Include the date, time and SafeWork incident report number provided, in the "actions taken immediately after the incident occurred" section of the report. <input type="checkbox"/> Email the HSW Senior Advisor(s) to inform them that a Notifiable Incident has been reported. <input type="checkbox"/> Email a copy of the Security Incident report to the local HSW contact when complete.

7 Performance Measures

Human Resources will use performance measures to assist in identifying areas of success and/or where corrective action is required to meet the objectives and targets of this process.
The level of compliance with the chapter and effectiveness will be determined during the internal audit process.

8 Definitions

HSW Officer Operations Manual

An internal restricted on-line manual for professional Health, Safety and Wellbeing Officers, to assist them in their role and provide operational processes and guidance.

Incident

"Any unplanned event resulting in, or having a potential for injury, ill-health, damage or other loss" (AS/NZS 4801 Occupational Health and Safety Systems) and includes a "Near Miss".

Near Miss

An unplanned event that did not result in injury, illness or damage but had the potential to do so. Only a fortunate break in the chain of events prevented an injury or damage.

A near miss includes a Hazard Notification whereby an uncontrolled hazardous situation is identified prior to the involvement of any worker (e.g. Ceiling tiles hanging loose or an electricity failure due to a faulty toaster).

HSW Handbook	Report a safety issue or incident	Effective Date:	31 July 2018	Version 1.1
Authorised by	Chief Operating Officer (University Operations)	Review Date:	31 July 2021	Page 3 of 6
Warning	This process is uncontrolled when printed. The current version of this document is available on the HSW Website.			

8 Definitions (Continued)

Notifiable Incident [WHS Act 2012 (SA) Section 35 - 39]

- The death of a person; or
- A serious injury or illness of a person; or
- A dangerous incident.

A serious injury or illness requiring the person to have -

- Immediate treatment as an in-patient in a hospital; or
- Immediate treatment for –
 - The amputation of any part of his or her body; or
 - A serious head or serious eye injury; or
 - A serious burn; or
 - The separation of his or her skin from an underlying tissue (such as degloving or scalping); or
 - A spinal injury; or
 - The loss of a bodily function; or
 - Serious lacerations; or
- Medical treatment within 48 hrs of exposure to a substance,

and includes any other injury or illness prescribed by the regulations but does not include an illness or injury of a prescribed kind.

Incident notification – prescribed serious illnesses (Regulation 699)

For the purposes of section 36 of the Act, each of the following conditions is a serious illness:

- Any infection to which the carrying out of work is a significant contributing factor, including any infection that is reliably attributable to carry out work –
 - With micro-organisms; or
 - That involves providing treatment or care to a person; or
 - That involves contact with human blood or body substances; or
 - That involves handling or contact with animals, animal hides, skins, wool or hair, animal carcasses or animal waste products;
- The following occupational zoonoses contracted in the course of work involving handling or contact with animals, animal hides, skins, wool or hair, animal carcasses or animal waste products:
 - Q fever;
 - Anthrax;
 - Leptospirosis;
 - Brucellosis;
 - Hendra virus;
 - Avian influenza;
 - Psittacosis.

Dangerous incident

An incident in relation to a workplace that exposes a worker or any other person to a serious risk to a person’s health or safety emanating from an immediate or imminent exposure to:

- An uncontrolled escape, spillage or leakage of a substance; or
 - An uncontrolled implosion, explosion or fire; or
 - An uncontrolled escape of gas or steam; or
 - An uncontrolled escape of a pressurised substance; or
 - Electric shock; or
 - The fall or release from a height of any plant, substance or thing; or
 - 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; or
 - The collapse or partial collapse of a structure; or
 - The collapse or failure of an excavation or of any shoring supporting an excavation; or
 - The inrush of water, mud or gas in workings, in an underground excavation or tunnel; or
 - The interruption of the main system of ventilation in an underground excavation or tunnel; or
 - Any other event prescribed by the regulations,
- but does not include an incident of a prescribed kind.

HSW Handbook	Report a safety issue or incident	Effective Date:	31 July 2018	Version 1.1
Authorised by	Chief Operating Officer (University Operations)	Review Date:	31 July 2021	Page 4 of 6
Warning	This process is uncontrolled when printed. The current version of this document is available on the HSW Website.			

8 Definitions (Continued)

Safety issue

Is an unsafe condition and/or unsafe act which could cause harm or place someone at risk of injury/illness. (Examples of an unsafe condition include exposure to: visible wiring, broken equipment, hazardous materials, the inadequate guarding of hazardous plant and an unsafe working environment. Examples of an unsafe act include: a person not following the safety (control) measures on a risk assessment, leaving a spill on a floor, not advising someone of a situation which could place them at risk of injury/illness (e.g. not providing the appropriate level of information, instruction or training.)

Structure

Anything that is constructed, whether fixed or moveable, temporary or permanent and includes:

- Buildings, masts, towers, framework, pipelines, transport infrastructure and underground works (shafts or tunnels); and
- Any component of a structure; and
- Part of a structure.

Substance

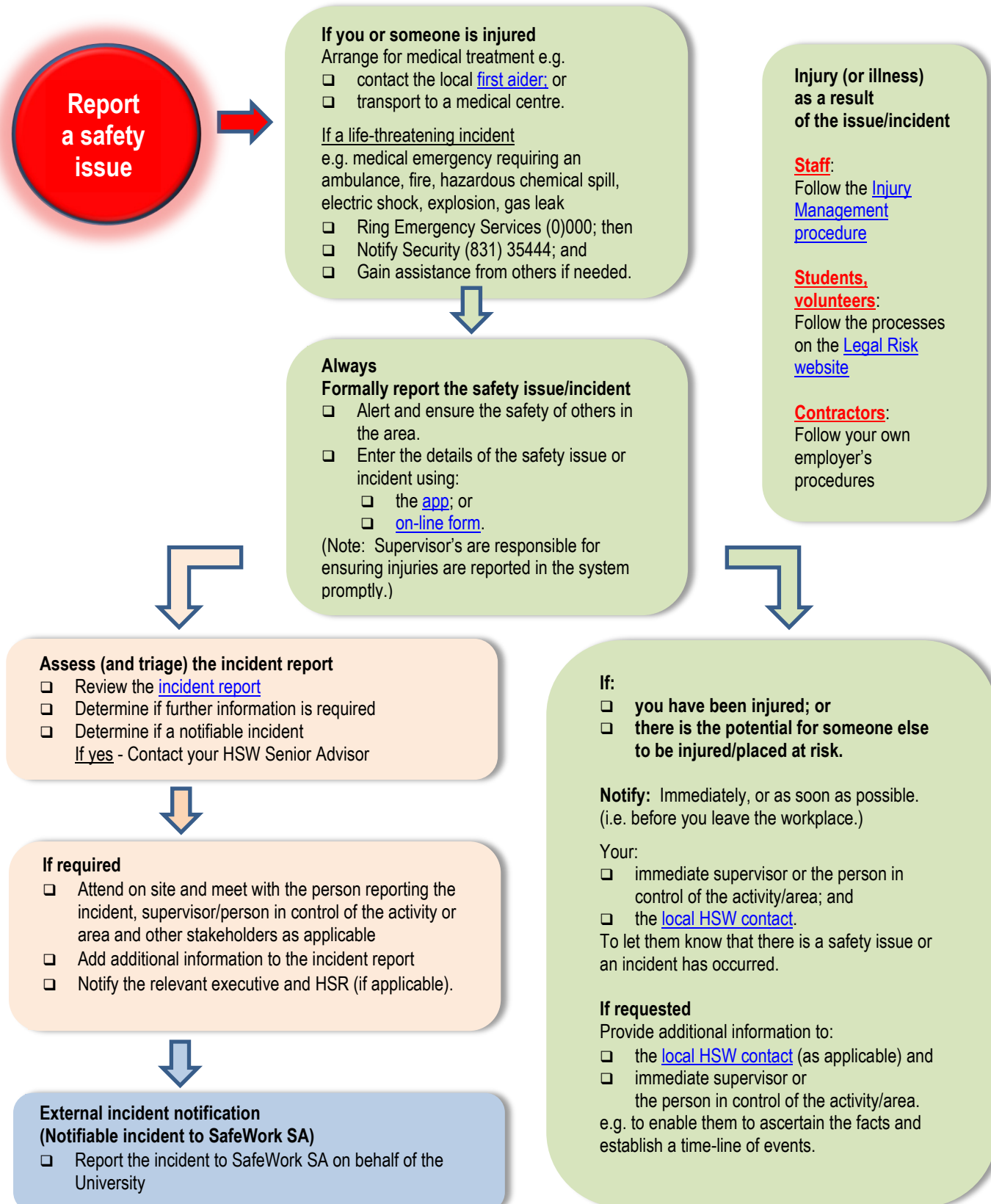
Any natural or artificial substance, whether in the form of a solid, liquid, gas or vapour.

9 Useful information and resources

9.1	<p>University related documents and Policies University HSW Handbook: HSW Policy Hazard Management First Aid Injury Management</p>
9.2	<p>Related Legislation Work Health and Safety Act 2012 (SA) Work Health and Safety Regulations 2012 (SA)</p>
9.3	<p>Useful Web-links SafeWork Work SA SafeWork Australia – Incident Notification Fact Sheet</p>

REPORT A SAFETY ISSUE OR INCIDENT FLOWCHART (Appendix A)

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)



HSW Handbook	Report a safety issue or incident	Effective Date:	31 July 2018	Version 1.1
Authorised by	Chief Operating Officer (University Operations)	Review Date:	31 July 2021	Page 6 of 6
Warning	This process is uncontrolled when printed. The current version of this document is available on the HSW Website.			