

## Incident and Injury Reporting

### Introduction

Whilst the Organisation aims to prevent any incident or injury from occurring in the workplace, the reporting of incidents, injuries and near hits or misses is essential for the identification of hazards in the workplace and in the overall success of our risk management strategies.

In addition, dependent upon the nature of an incident or injury, there may also be a legal obligation to report this to the health and safety regulatory body and other statutory agencies.

This policy is designed to ensure the Organisation meets its responsibilities under health and safety legislation. Nothing in the policy, either stated or implied, is intended to compromise or mitigate our responsibilities to meet requirements under other legislative frameworks, such as public health requirements.

### Organisation responsibilities

Where an incident is reported to be serious or dangerous enough to require notification to the health and safety regulator, the Organisation is committed to ensuring that the relevant health and safety regulator is notified as soon as it is made aware of the incident. In addition to making the scene of an incident safe and attending to any injured parties, the Organisation will ensure that the scene remains undisturbed until released by the health and safety regulator or advised accordingly.

Where a worker sustains a work-related injury or illness, the Organisation's emergency procedures will be initiated to ensure the most efficient and effective treatment is provided, including engaging with emergency services where required. The provision of effective first aid or medical treatment of an injured worker will remain the Organisation's highest priority.

The Organisation will provide and maintain a record of all incidents classified as notifiable for a period of not less than five years from the date of notification and a workplace register of injuries to ensure that the details of any workplace injury or illness are recorded.

### Reporting requirements

All incidents resulting in or with the potential for injury or property damage will be reported.

### Internal reporting procedures

Minor injuries which require no treatment, or basic first aid treatment only, will be recorded on the **Register of Injuries**.

An incident, injury, illness or near miss that requires (or has the potential to require) medical treatment will be reported on the **Hazard and Incident Report Form** or electronically on **BrightSafe**. This will be done as soon as possible following the event by the affected worker (or delegate).

Incidents and injuries that are reported to management will be promptly reviewed by appropriate management. Management will discuss the incident with relevant workers and decide on any suitable outcome using the risk management process to eliminate or reduce the probability of reoccurrence.

## External reporting requirements

Where the incident is reported as a notifiable incident, the Organisation will notify the relevant health and safety regulator as soon as possible after becoming aware of the incident. The Organisation will secure and not disturb or interfere with the incident area until formally released by the health and safety regulator with the exception of making the area safe and attending to any injured person as permissible under health and safety legislation.

Where required by the health and safety regulator, notice in writing shall be provided within 48 hours of the requirement being made.

A notifiable incident is:

- an incident involving the death of a person
- an incident involving
- a serious injury or illness of a person
- an incident otherwise considered a dangerous incident.

A serious *injury or illness* of a person means an injury or illness requiring the person to have:

- immediate treatment as an in-patient in a hospital
- immediate treatment for:
  - the amputation of any part of their body
  - a serious head injury
  - a serious eye injury
  - a serious burn
  - the separation of skin from an underlying tissue (such as degloving or scalping)
  - a spinal injury
  - the loss of a bodily function
  - serious lacerations
- medical treatment by a medical practitioner within 48 hours of exposure to a substance
- and includes any other injury or illness prescribed by the regulations.

For the purpose of this policy, a serious illness also includes any contracted infection that can reliably be attributed to work and where work is deemed to be a significant contributing factor.

It also includes infections contracted through work related activities:

- involving the treatment or care to a person
- involving contact with human blood or body substances
- involving the handling or contact with animals, animal hides, skins, wool or hair, animal carcasses or animal waste products

A serious illness also includes the contraction of the following zoonotic diseases through work related activities:

- Q fever
- Anthrax
- Leptospirosis
- Brucellosis
- Hendra virus
- Avian influenza
- Psittacosis.

A *dangerous incident* means an incident in relation to a workplace that exposes a worker or any other person to a serious risk to health and safety emanating from an immediate or imminent exposure to:

- 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
- 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 applicable health and safety 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 but does not include an incident of a prescribed kind.

In addition, the Organisation will notify its workers' compensation insurer within the statutory timeframes of the State/Territory of any injury or illness that has the potential to result in a claim.

In addition to the health and safety regulator and to obtain appropriate medical treatment for the injured person, the following will be contacted wherever the incident has led to a significant injury or has resulted in a fatality:

- directors or other management as soon as possible following the event and not more than 24 hours after the event
- return to work coordinator and workers' compensation claims officer
- workers' compensation insurer
- the Police, where there has been a fatality
- trauma debriefing service
- group insurance manager (if a contractor or member of the public is injured or private property damage is sustained)
- next of kin (either the worker's manager or supervisor will communicate this information).

Where a worker sustains a work-related injury or illness and subsequently passes away at a later date, the health and safety regulator will be notified immediately.

### Worker responsibilities

Where any workplace incident, injury or illness or near miss occurs, management must be notified as soon as possible, and a **Hazard and Incident Report Form** must be completed or electronically on **BrightSafe**. This should be completed by the injured person, where possible or by their immediate supervisor or manager.

Details of any workplace injury or illness that requires first aid treatment must be recorded on the **Register of Injuries**. This form should be completed and authorised by the first aid attendant.

Should a worker sustain a workplace injury or illness, they are required to:

- undergo any first aid and/or medical treatment deemed necessary
- cooperate as far as possible with any incident reporting requirements and/or incident processes
- seek ongoing medical treatment as required and ensure that management are made aware of such treatment for the purpose of maintaining appropriate records
- ensure that a fitness to work and/or a capacity to work certificate is provided to management before returning to work.