4.05 OHS Incident Reporting

Injury/Illness/death/dangerous occurrence reporting

An Incident Report form is to be used for reporting ANY incident, injury or work-related illness to a staff member, student, contractor or visitor at any UNE workplace.

Staff

4.05.01 All staff must report incidents to their Supervisor and the OHS Unit as soon as possible. Supervisors are responsible for ensuring all work related incidents that occur to staff, students or visitors in their area of responsibility are reported. Full details of any work related injury, illness and death must be reported, as soon as possible after the incident has occurred, to the relevant Supervisor or Head of School, Division or College following the application of appropriate first aid and/or medical treatment.

4.05.02 The **4.05a Incident Report – Staff** form is divided into two sections. Part A is to be completed by the person sustaining the incident. Part B is to be completed by the immediate Supervisor or Head of Unit/ School/ Division/ College, who is responsible for identifying the contributing factors to the incident, assessing the level of risk and stating the corrective action taken in relation to the causes of the reported incident. If the Supervisor cannot be located, the OHS Unit may be notified by email or phone. In this circumstance the OHS Unit may begin immediate corrective action.

Once the form is annotated by both parties, it must be sent to the Occupational Health and Safety Unit, Human Resource Services.

4.05.03 If the staff member is unable to report the incident, the Supervisor may complete the first draft of **4.05a** on behalf of the staff member.

4.05.04 Notifiable incidents, as defined by NSW legislation, are reportable to WorkCover NSW. In the case of a notifiable incident (serious or disabling injury) or illness, that is likely to result in a person being either totally or partially incapacitated for a continuous period of more than seven (7) days, a verbal report must be made to the Occupational Health and Safety Unit, Human Resource Services, as soon as possible of the injury/illness occurring.

4.05.05 A dangerous incident or occurrence is an event which has the potential to cause injury or death to a staff member, student, contractor or visitor. It must be reported by completing a **4.05c Dangerous Occurrence Report** form.

In the event of a dangerous incident WorkCover must be notified and the area where the incident occurred must be preserved as far as is reasonably practical (approximately 4 metres)

Students

4.05.06 In the event that a student has an injury/illness or is exposed to a dangerous incident, while under the supervision of an academic or general staff member, it is the responsibility of the immediate supervisor to ensure that the student receives appropriate first aid treatment. It is the immediate supervisor's responsibility to directly report (as soon as possible after the injury/illness/death has occurred) full details of any work related injury, illness or death to their Supervisor or Head of School, Division or College so similar incidents may be prevented.

4.05.07 **4.05b Incident Report Student/Visitor**. Where possible the incident report is to be completed by the student (injured person). If this is not possible the form must be completed by the relevant Supervisor or Head of Unit/School/Division/College. Ideally incident reports are annotated by both parties and sent to the Occupational Health and Safety Unit, Human Resource Services within 24 hours.

4.05.08 In the case of incidents occurring within the University/college/ grounds but not within the academic context, the incident should be reported to the Occupational Health and Safety Unit directly or by using the form **4.05b Incident Report Student/Visitor**.

Visitors

4.05.09 Visitors to the University can report incidents to the Occupational Health and Safety Unit directly or by using the form **4.05b Incident Report Student/Visitor**.

Further Information

Occupational Health and Safety Unit, Human Resource Services, ext. 3232

E-mail: ohs@une.edu.au

References

Work Health and Safety Act 2011

Work Health and Safety Regulation 2011

Worker's Compensation Act 1987

Workplace Injury Management and Worker's Compensation Act 1998

Workplace Compensation (Workplace Injury Management) Regulations 2002