

# Incident Notification



# Incident Notification

## Purpose

- To raise awareness of the incidents which require reporting to SafeWork SA
- To discuss the notification process and how this is done
- Explain the procedural process of Catholic Safety Health & Welfare (CSHW)



# Incident Notification

## What are Notifiable Incidents to SafeWork SA?

Covered under Section 35 of the Work Health & Safety Act (2012) (*the Act*)

A notifiable incident means-

- (a) The death of a person; or
- (b) a serious injury or illness of a person; or
- (c) a dangerous incident.

So what is a serious injury or illness under section 36 of the Act?

*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; or
- immediate treatment for—
  - the amputation of any part of his or her body; or
  - a serious head injury; or
  - a serious eye injury; or



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## Section 36 Cont.

- 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 hours 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.



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## Incident Notification Fact Sheet - SafeWork Australia

Trigger	Example
Immediate treatment as an in-patient in a hospital	<p>Admission into a hospital as an in-patient for any duration, even if the stay is not overnight or longer.</p> <p><b><u>It does not include:</u></b></p> <p>Out-patient treatment provided by the emergency section of a hospital (i.e. not requiring admission as an in-patient) and immediate discharge.</p> <p>Subsequent corrective surgery such as that required to fix a fractured nose.</p>
Immediate treatment for the amputation of any part of the body	<p>Amputation of a limb such as arm or leg, body part such as hand, foot or the tip of a finger, toe, nose or ear.</p> <p><b><u>It does not include:</u></b></p> <p>Bruising or minor abrasion or laceration to the skin.</p>
Immediate treatment for a <b>serious</b> head injury	<p>Fractured skull, blood clot or bleeding in the brain, damage to the skull to the extent that it is likely to affect organ/face function.</p> <p>Head injuries resulting in temporary or permanent amnesia.</p>

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Trigger	Example
Immediate treatment for a <b>serious</b> eye injury	<p>Injury that results in or is likely to result in the loss of the eye or total or partial loss of vision.</p> <p>Injury that involves an object penetrating the eye (for example metal fragment, wood chip).</p> <p>Exposure of the eye to a substance which poses a risk of serious eye damage.</p> <p><b><u>It does not include:</u></b></p> <p>Eye exposure to a substance that merely causes irritation.</p>
Immediate treatment for a <b>serious</b> burn	<p>A burn requiring intensive care or critical care which could require compression garment or a skin graft.</p> <p><b><u>It does not include:</u></b></p> <p>A burn that merely requires washing the wound and applying a dressing.</p>
Immediate treatment for the separation of skin from an underlying tissue (such as degloving or scalping)	<p>Separation of skin from an underlying tissue such that tendon, bone or muscles are exposed (de-gloving or scalping).</p>
Immediate treatment for a spinal injury	<p>Injury to the cervical, thoracic, lumbar or sacral vertebrae including the discs and spinal cord.</p>



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## Incident Notification Cont.

Trigger	Example
Immediate treatment for the loss of a bodily function	<p>Loss of consciousness, loss of movement of a limb or loss of the sense of smell, taste, sight or hearing, or loss of function of an internal organ.</p> <p><b><u>It does not include:</u></b></p> <p>mere fainting, or a sprain, strain or fracture.</p>
Immediate treatment for serious lacerations	<p><b>Serious</b> lacerations that cause muscle, tendon, nerve or blood vessel damage or permanent impairment.</p> <p>Deep or extensive cuts.</p> <p>Tears of wounds to the flesh or tissues—this may include stitching to prevent loss of blood and/or other treatment to prevent loss of bodily function and/or infection.</p>
Medical treatment within 48 hours of exposure to a substance.	



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Notification is also required for the following prescribed serious illness:

Any infection to which the carrying out of work is a significant contributing factor, including any infection that is reliably attributable to carrying out work:

- (i) with micro-organisms
- (ii) that involves providing treatment or care to a person
- (iii) that involves contact with human blood or body substances
- (iv) 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:

- (i) Q fever
- (ii) Anthrax
- (iii) Leptospirosis
- (iv) Brucellosis
- (v) Hendra Virus
- (vi) Avian Influenza
- (vii) Psittacosis.



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## What does “Providing Treatment” mean?

- “Treatment” means the kind of treatment that would be required for a serious injury or illness and includes ‘medical treatment’ (i.e. by a registered medical practitioner), treatment by a paramedic or treatment by a registered nurse practitioner.
- Even if immediate treatment is not readily available, for example because the incident site is rural or remote or because the relevant specialist treatment is not available, the notification must still be made.



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## What is a Dangerous Incident?

Under Section 37 of the Act a “Dangerous Incident” means:

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:

- (a) an uncontrolled escape, spillage or leakage of a substance; or
- (b) an uncontrolled implosion, explosion or fire; or
- (c) an uncontrolled escape of gas or steam; or
- (d) an uncontrolled escape of a pressurised substance; or
- (e) electric shock; or
- (f) the fall or release from a height of any plant, substance or thing; or



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## Dangerous Incident Cont.

- (g) 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
- (h) the collapse or partial collapse of a structure; or
- (i) the collapse or failure of an excavation or of any shoring supporting an excavation; or
- (j) the inrush of water, mud or gas in workings, in an underground excavation or tunnel; or
- (k) the interruption of the main system of ventilation in an underground excavation or tunnel; or
- (l) any other event prescribed by the regulations, but does not include an incident of a prescribed kind.



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## Things to consider with a Dangerous Occurrence

Examples of electrical shocks that are not notifiable:

- 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 are used deliberately to shock a person for first aid or medical reasons

For most hazards such as plant, or a structure collapsing, a person will need to be in the immediate vicinity to be exposed to a serious risk to their health or safety.

A dangerous incident includes both immediate serious risks to health or safety, and also 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 chemicals.



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## Only work-related incidents are notifiable

Incidents are only notifiable if:

- there is a death
- a 'serious injury or illness' is suffered or there is a dangerous incident (as described above), and
- the incident arises out of the conduct of the business or undertaking.

An incident is not notifiable just because it happens at or near a workplace. Incidents may occur for reasons which do not have anything to do with the conduct of the business or undertaking, for example:

- a worker or another person suffers a heart attack while at work which is unrelated to work or the conduct of the business or undertaking
- an amateur athlete is injured while playing on the local soccer team and requires immediate medical treatment (this is not work)
- a person driving to work is injured in a car accident (where driving is not part of their work)
- a person with epilepsy has a seizure at work.

These kinds of incidents are not notifiable



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## Incidents during sports activities

Some sports injuries may arise from 'work' (for example a professional AFL footballer) while others may not (a local amateur club footballer).

Sports injuries are not notifiable if arising out of the normal conduct of a sports activity for example rough and tumble of a game.

Sports injuries are notifiable only if arising out of the conduct of a business or undertaking for example:

- the way a work activity involving sport is arranged
- the way the sporting activity is managed or controlled
- the condition, design or maintenance of premises or equipment, or
- the way work is carried out for example inadequate supervision.

Examples of notifiable incidents include:

- the condition of the premises or sports equipment was a factor in the incident—for example where a participant suffers an injury requiring admission as an inpatient at a hospital due to tripping over on a potholed tarmac surface, or
- there was inadequate supervision to prevent an incident— like ensuring the safe use of equipment used by students on a school excursion or failings in the organisation and management of an event.



# Incident Notification

Can we continue to work if there is a notifiable?

## **Only under the following circumstances:**

An incident site may be disturbed:

- to assist an injured person
- to remove a deceased person
- to make the site safe or to minimise the risk of a further notifiable incident
- to facilitate a police investigation, or
- after an inspector has given a direction to do so either in person or by telephone.

The sooner the regulator is notified, the sooner the site can be released.

If however after arriving at the incident site an inspector considers that it should remain undisturbed in order to facilitate investigation of the incident they may issue a non-disturbance notice. This notice must specify the period for which the notice is to apply—no more than seven days.



# Incident Notification

## Catholic Safety, Health & Welfare Procedure (2)

Catholic Safety, Health & Welfare South Australia INCIDENT REPORTING AND INVESTIGATION PROCEDURE (2) V1

### PURPOSE

- To provide guidelines for reporting, investigating and applying appropriate control measures when an incident, accident or near miss occurs.

### RESPONSIBILITIES

Person Conduction a Business or Undertaking (PCBU) must ensure so far as is reasonably practicable:

- all incidents and near misses are reported within 24 hours
- investigations commence immediately upon receiving the report with the injured worker where possible
- effective controls have been implemented and they do not introduce other hazards
- controls are monitored and reviewed
- consultation with workers who are directly affected by an incident
- workers are provided with training to understand their responsibilities and carry out their role in the management of any incident.
- If the incident involves asbestos containing material refer to Procedure 4 Asbestos.

Notifiable Incident (Refer to Appendix No. 1 for the definition)

The workplace must inform their CSH&W SA Consultant immediately or CSH&W SA 24hrs on 0438 396 062

- CSH&W SA will notify SafeWork SA and Office of the Technical Regulator (OTR) where applicable.
- Do not alter the scene unless to rescue a person, render first aid or make the area safe.

Notifiable Communicable Diseases If workers or others are diagnosed with a notifiable communicable disease they are to report to their Supervisor/Manager immediately. If unsure contact CSH&W.



# Incident Notification

Who does the notification?

All sectors are required to contact their relevant WHS Consultant at Catholic Safety Health & Welfare (CSHW) to advise them about the incident or query

CSHW will notify SafeWork SA on your behalf and keep you informed

Remember, we are here to support you !!



# Questions?



Link to the Incident Notification Fact sheet from Safework Australia

<http://www.safeworkaustralia.gov.au/sites/SWA/about/Publications/Documents/690/Incident-notification-fact-sheet.pdf>