

INCIDENT REPORTING AND INVESTIGATION PROCEDURE (2) V2

PURPOSE

To provide guidelines for reporting and investigating incidents. It also outlines the mandatory reporting for notifiable and dangerous occurrences for work related injuries.

Notwithstanding the requirements of this procedure any worker may, if they wish, contact SafeWork SA about any matter.

RESPONSIBILITIES:

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

For INJURY PREVENTION ensure:

- all workers are informed that incidents must be reported within 24 hours and logged onto the Incident Reporting System (IRS)
- investigations commence immediately upon receiving the report
- effective controls are implemented
- controls are monitored and reviewed
- consultation occurs with workers who are affected by an incident, accident or near miss.

Officers

Officers must exercise due diligence to ensure that the PCBU meets their responsibilities as above.

Workers must:

- take reasonable care for their own safety and avoid adversely affecting the health and safety of others through any act or omission
- report incidents and near misses, as per worksite process, as soon as possible.

DEFINITIONS

Definitions of terms can be found on the Catholic Safety website or via this link [here](#).

ACTIONS

INFORMATION	
Where Immediate Action is Required	<ul style="list-style-type: none"> • Assess the situation. • Check for danger. • Remove person from danger if safe to do so. • Administer First Aid Treatment if required. • Record treatment as given on First Aid Register. • Depending on the seriousness, call Emergency Services – 000 if required. • Contact Catholic Safety Health & Welfare SA, Work Health Safety Consultant (WHS).

REPORTING PROCESS	
Reporting Accidents, Incidents, Near Misses	<ul style="list-style-type: none"> • Minor incidents to be reported on First Aid register. • Report the incident or injury to their Officer or WHS Coordinator within 24 hours. • Worker to seek first aid or medical attention depending on situation. • Ensure the details of the injury or incident is recorded on CSH&WSA Accident Incident, Near Miss Form OR directly enter onto the electronic Incident Reporting System. • If incident involves Asbestos Containing Material (ACM), refer to Procedure 4.
Investigation Health & Safety Representatives (HSRs) may assist with the investigation if requested by the representative's work group.	<p>The following should be considered depending on the seriousness of the incident/injury:</p> <ul style="list-style-type: none"> • the cause/contributing factors • the events surrounding it • the actions taken for the injured worker • actions to prevent recurrence <p>Officers/WHS Coordinator must:</p> <ul style="list-style-type: none"> • begin the investigation immediately after the injured person has received first aid or medical attention • gather all facts – what? who? why? when? where? and how? • if able, discuss circumstances surrounding the injury or incident with the injured worker.
Controls	<p>After conducting the investigation, worksite may be required to ensure:</p> <ul style="list-style-type: none"> • corrective action is taken to prevent recurrence based on the hierarchy of controls (elimination, substitution, engineering, administration and personal protective equipment • review and evaluate controls – modify if necessary.
Notifiable Incident (Refer Appendix 1)	<p><u>The workplace must inform their CSH&W SA WHS Consultant immediately or after hours on 0438 396 062</u></p> <ul style="list-style-type: none"> • Do not disturb the scene unless to assist the injured worker. SafeWork SA Inspectors may want to investigate the scene. • CSH&WSA will notify SafeWork SA and Office of the Technical Regulator (OTR) where applicable e.g. electrical or gas incident. • CSH&WSA will complete Notifiable Incident Report Form and upload to the IRS. <p>NOTE – Advise anyone who experiences an electric shock that they must seek medical attention as soon as possible after the incident.</p>
Fitness for Work	<p>Where workers exposed to a hazard (e.g. loud noise, hazardous substances, electric shock) that could potentially affect their health, the worker must seek professional medical advice to determine their fitness for work.</p>
Consultation, Cooperation & Coordination	<ul style="list-style-type: none"> • Consult with all involved with the incident • Provide feedback to those involved with the incident

<p>Debriefing</p>	<ul style="list-style-type: none"> • Allow opportunity for worksite to facilitate informal debrief where required. • Access the worksite's Employee Assistance Program if required.
<p>Reporting an Injury with a Workers Compensation Claim</p>	<p>Workers shall:</p> <ul style="list-style-type: none"> • report the injury or incident to the Officer or WHS Coordinator or Return to Work Coordinator within 24 hours of the injury or incident occurring • obtain Return to Work Medical Certificate for any incapacity for work (lost time, alternate duties) • complete a Return to Work SA Claim Form as soon as possible and forward to Catholic Church Insurances within 3 working days. <p>For further information re Workers Compensation Claims and Rehabilitation Return To Work contact Catholic Church Insurances (CCI) 8236 5400.</p>
<p>Student Injuries EDUCATION ONLY</p>	<p>Worksite Officer shall:</p> <ul style="list-style-type: none"> • record details of minor injuries in the worksites first aid book/log • undertake an investigation and complete an Accident, Incident, Near Miss form for injuries that require professional medical treatment, in the opinion of the Officer or delegate • log incident onto IRS if related to the workplace e.g. equipment/buildings • telephone CSH&WSA in the event of a Notifiable Injury.
<p>Notifiable Communicable Diseases</p>	<ul style="list-style-type: none"> • If workers or others are diagnosed with a notifiable communicable disease they are to report to their Officer immediately. If unsure contact CSH&WSA.
<p>INFORMATION, INSTRUCTION AND TRAINING</p>	
	<ul style="list-style-type: none"> • Inform workers of this procedure at induction.
<p>DOCUMENT CONTROL</p>	
<p>Documentation Control</p>	<ul style="list-style-type: none"> • Hard copy Accident Incident, Near Miss Form must be uploaded into the Electronic Incident database. • First Aid Register must be kept for a 7 year period. • Electronic documents will be kept indefinitely.
<p>MONITOR AND REVIEW</p>	
<p>Monitor/Review</p>	<ul style="list-style-type: none"> • Control measures implemented are appropriate. • Monitor all worksite incidents. • Review Incident Data Base to ensure all incidents logged have been investigated, corrective actions implemented and closed out in a timely manner • Officer/WHS Committee to review First Aid Register each quarter to identify any trends that may exist and or any entry that may be deemed an incident. • PARISH SECTOR: Review the Register annually.

RELATED DOCUMENTS

External Documents

SA Work Health and Safety Act 2012
 SA Work Health and Safety Regulations 2012
 Return to Work Act 2015



AS.NZS 4004:2001 Occupational Health & Safety Management Systems – General Guidelines on Principles, Systems and Supporting Techniques
 Australian Standard 1885.1 1990 – Workplace Injury and Disease Recording Standard
 Schedule 1 Public and Environmental Health Act 1987

Internal Documents

Work Health & Safety and Injury Management Policy and Procedures

APPENDICES

- Appendix 1 – Information relating to notifiable incidents or serious injury or illness.
- Appendix 2 – Incident Data Base Reporting Guidelines
- Appendix 3 – Contact Details – Telephone Numbers
- Appendix 4 – WH&S and Injury Management Incident/ Near Miss Response Flow Chart

FORMS

- [Accident Incident, Near Miss Form](#)
- [First Aid Register](#)
- [Return to Work SA Claim Form](#)

VERSION CONTROL AND CHANGE HISTORY

Version	Approved By	Approved Date	Reason for Development of Review	Review Date
V4	All Sectors	2013	New WHS Legislation	2015
April 2015 – Document consolidated across CCES sectors				
V1	Executive Manager CSHW	24/04/2015	Document consolidation	2016
V2	Executive Manager	17/10/2016	Review	2019

Approved for Publication: _____ Date: 17 October 2016 _____

Kathy Grieve

APPENDIX 1

INFORMATION RELATING TO NOTIFIABLE INCIDENTS OR SERIOUS INJURY OR ILLNESS

WHS Act Part 3 Incident Notification

35 What is a *notifiable incident*

In this Act, ***notifiable incident*** means:

- a) the death of a person; or
- b) a serious injury or illness of a person; or
- c) a dangerous incident

36 What is a *serious injury or illness*

In this Part, ***serious injury or illness*** of a person means an injury or illness requiring the person to have:

- a) immediate treatment as an in-patient in a hospital; or
- b) immediate treatment for:
 - i) The amputation of any part of his or her body; or
 - ii) A serious head injury; or
 - iii) A serious eye injury; or
 - iv) A serious burn; or
 - v) The separation of his or her skin from an underlying tissue (such as degloving or scalping); or
 - vi) The loss of a bodily function; or
 - vii) Serious lacerations; or
- c) medical treatment within 48 hours of exposure to a substance,

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

37 What is a *dangerous incident*

In this Part, 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;
- 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
- 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.

APPENDIX 2

Incident Data Base Reporting Guidelines





APPENDIX 3

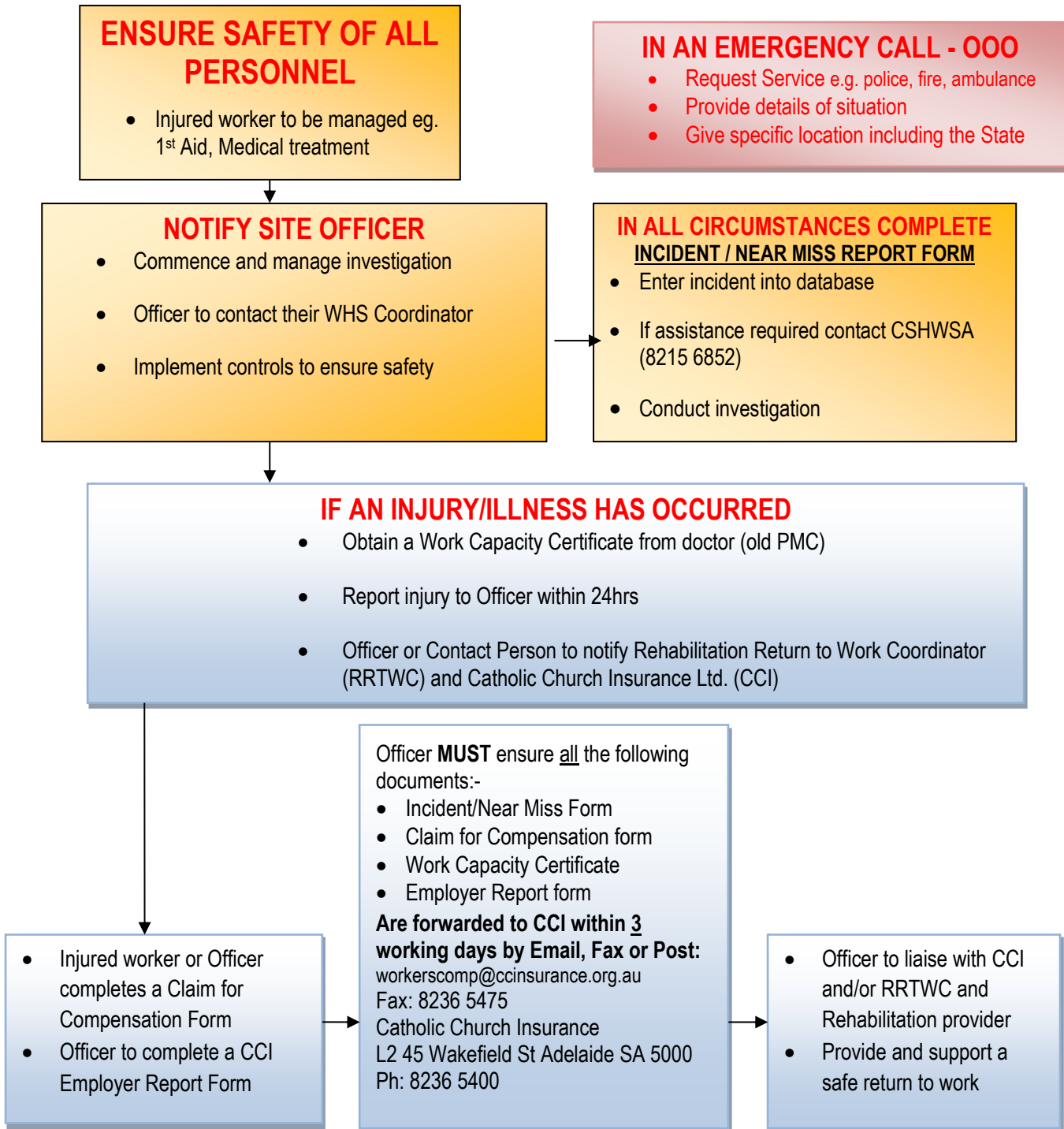
CONTACTS

24 HOUR EMERGENCY CONTACT (CSHWSA Manager)	0438 396 062 Email address: kgrieve@cshwsa.org.au
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CONTACTS	TELEPHONE NUMBERS
Police/Fire/Ambulance	000 or 131 for mobiles
Catholic Church Insurance	(08) 8236 5400
Catholic Safety, Health & Welfare SA	(08) 8215 6852
Communicable Disease Control Branch (CDCB)	1300 232 272 or Facsimile (08) 8226 7187
Employee Assistance Program	Relevant to your organisation
SafeWork SA	1300 365 255

APPENDIX 4

WH&S AND INJURY MANAGEMENT INCIDENT/ACCIDENT/NEAR MISS RESPONSE FLOW CHART



Work Health & Safety

Injury Management