4. REPORTING OF INCIDENTS & HAZARDS

Legal Requirement

It is a legal requirement under Occupational Health & Safety legislation and an insurance requirement to report all work injuries. However it should be recognised that good reporting leads also to effective prevention.

Definition

**Incident:** An unplanned event, which may cause injury and/or damage to property and/or equipment, or has the potential to cause injury or damage.

**Work Injury:** Any injury, occupational disease or disability which arises out of or in the course of any University sponsored activity which requires first-aid or medical treatment.

**Hazard:** Any obstruction, matter or event, which has the potential to cause injury or an accident.

Incident reporting

The development and maintenance of a healthy and safe working environment requires commitment to analysing past and present events, determination of risk, prediction of future trends and the application of continuous improvement to the university's environment health and safety systems.

Under the Incident Notification Regulation 1997, employers MUST ring the Victorian WorkCover Authority to notify any incident at a workplace or equipment site resulting or having the potential to cause a serious injury. In such cases the supervisor should immediately phone the Manager, RMO on 8344 4006 to report the incident. If the incident occurs outside of normal working hours, the supervisor should contact WorkCare direct on 0407 833 306 and report details or ask Security (46666) to make the notification. The Supervisor should send a completed S3 Incident Report form to the RMO within 24 hours. All areas are required to report all incidents using the S3 Incident Report Form, whether they be actual injuries or near misses.


Visit section 4 of the University Environmental Health and Safety Manual website for instructions concerning:

- [Issue resolution procedure](http://www.unimelb.edu.au/ehsm/4.html#4.1)
- [Incident and hazard reporting procedure](http://www.unimelb.edu.au/ehsm/4.html#4.2)
- [Incident investigation procedure](http://www.unimelb.edu.au/ehsm/4.html#4.3)
The university's Risk Management Office compiles and distributes statistics to the faculty on a half-yearly basis, using information from incidents reported. This information should be presented at faculty and local Environment Health and Safety Committee meetings. All areas should ensure that they:

- Gather information and managing it in a way that it assists analysis;
- Analyse the information to distinguish common causes, in both mechanical and human behaviour;
- Detect trends by comparing results over time, by use of data such as the location of the incident and by class of injury;
- Use identified trends to improve performance in managing risk; and
- Distribute the incident data graphically for the information of all employees

These indicators are fully defined in Australian Standard AS 1885, 1990:

The Incident Rate (IR) is a measure of the probability of any incident occurring:

\[ IR = \frac{\text{number of accidents in one year}}{\text{number of employees}} \times 100 \]

The Lost Time Incident Rate (LTIR) how many lost-time incidents have occurred per 100 employees during one year:

\[ LTIR = \frac{\text{number of accidents resulting in lost time of one or more days}}{\text{number of employees}} \times 100 \]

The Lost Time Severity Rate (LTSR) is the severity of the consequences of an incident over one year:

\[ LTSR = \frac{\text{days lost due to accidents}}{\text{number of hours worked}} \times 1,000,000 \]

**Reporting Hazards**

The prime responsibility for recognising and removing or safeguarding hazards rests and remains with each Department and Faculty.

Once a hazard, or potential hazard is recognised, consideration should be given of corrective action required. Where possible, action should commence from within the Department, eg removing an obstruction in the passage. If the hazard is considered beyond the Department's resources, maintenance should be notified, giving details of the location and nature of the hazard.

The representatives are able to raise issues on your behalf at safety committee meetings. You should be aware of your rights and obligations under the Occupational Health and Safety Act: the Front Office holds copies of the Guidance Notes on the Occupational Health and Safety Act - Issue Resolution - and - Occupational Health and Safety Representatives and Committees. The
University’s Risk Management Office will also be able to help with safety and environmental issues (see ‘Risk Management Office’). See also ‘Work Area Safety and Environment Inspections’ and ‘Hazard Assessment’.

Further Reference:


ALL INCIDENTS, WORK INJURIES AND HAZARDS SHOULD BE REPORTED IMMEDIATELY TO THE SAFETY OFFICER – DOLLA BOUTROS extn. 48195.