4. REPORTING OF INCIDENTS & HAZARDS

Legal Requirement

To record and classify work-related injuries or illnesses in accordance with the requirements of the Accident Compensation Act 1985 (Vic) and to record and classify other Environment Health and Safety incidents.

Definition

Dangerous Occurrence
An incident that exposes a person to immediate risk to health or safety. Immediate risk is where that likelihood is present at the time of the incident occurring. It includes any situation which seriously endangers or threatens the health or safety of a person.

Incident
Any unplanned event resulting in, or having a potential for injury, ill health, damage or other loss. (AS/NZS 4808: 2001).

Near miss
An incident that did not result in harm.

High consequence incidents
- Incidents (including Dangerous Occurrences) that require notification to a regulator; or
- Incidents that are assessed to be Very High risk.

Work-related Injury
Any physical or mental injury and, without limiting the generality of that definition, includes-
- industrial deafness;
- a disease contracted by a worker in the course of the worker's employment (whether at, or away from, the place of employment);
- a recurrence, aggravation, acceleration, exacerbation or deterioration of any pre-existing injury or disease [Accident Compensation Act: 1985 (Vic)].

Illness
Any work-related illness, including disease.

Disease
Any physical or mental ailment, disorder, defect or morbid condition whether of sudden or gradual development.

The aggravation, acceleration, exacerbation or recurrence of any pre-existing disease. (Accident Compensation Act: 1985)

Environmental Damage
An unplanned event that causes harm to the environment through the generation of environmental noise, environmental release or excessive resource consumption.

Substandard Practices/Unsafe Acts (Human Errors)
An act that puts someone or something in a position of exposure to harm.

Substandard Conditions/Unsafe Conditions
A physical condition that puts someone or something in a position of exposure to harm.

Management Systems (Procedural) Deficiencies
An absence or failure of a procedure or process to adequately control substandard practices and substandard conditions.
Procedure - Incident Response

Sequence of immediate response actions:
- Protect your health and safety
- Protect the health and safety of others
- If necessary, provide aid to any injured persons involved in the incident
- If necessary, call for first aider
- If necessary, call emergency services
- If applicable, call campus security to coordinate access for emergency services on campus
- If applicable, take essential action to make the site safe or to prevent a further incident.

After injured persons have been assisted:
Isolate the incident site or take essential action to prevent a further incident.
Do not disturb the incident site any further until it is confirmed that the incident does not require notification to a regulatory authority or until an inspector has authorised the disturbance of the site.
Upon confirmation that site can be disturbed, site restoration or repair work may commence and the necessary arrangements for the site to be made permanently safe may commence.

Health and Safety Representative Involvement
A Health and Safety Representative for a designated work group may inspect the workplace immediately following an incident occurring.

Procedure – Incident Reporting

Staff, students, contractors and visitors must report any EHS incident and/or hazard to their local supervisor or the manager of the work area as soon as reasonably practicable. The Departmental Safety Officer must be notified of all incidents and hazards.

High Consequence incidents should be reported immediately and other incidents should be reported within 24 hours of becoming aware of the incident, injury or illness.

Staff\(^\text{a}\), students\(^\text{b}\), contractors and visitors must complete an incident report form for any EHS incident, including:
- Injuries or illnesses\(^\text{a}\)
- Incidents or near misses
- Property loss or damage
- Environmental damage
- Theft

that occurred at a University of Melbourne campus, a University of Melbourne controlled entity or whilst undertaking any University-sanctioned activity.

\(^\text{a}\) Note for staff: You must notify your supervisor of any work-related injury or illness within 30 days of becoming aware of it. If you do not, you may put at risk an entitlement (if any) to make a worker's compensation claim.

\(^\text{b}\) Note for students: If you are also a staff member at the University, then it is necessary to consider your status at the time of the incident occurred. A simple test is:
- If you were performing an activity on a paid basis for the University at the time of the incident, then your status is Staff.
- If you were performing an activity in pursuit of study at the time of the incident, then your status is Student.

Staff, students, contractors, visitors and others without access to Themis may continue to use the revised hard copy Incident Report S3 form. A copy of the form is to be given to the Departmental Safety Officer.

The person completing the incident report form must forward the incident report form to the Departmental Safety Officer for acknowledgement of the Incident Report and further action. There is an option in Themis reporting to submit the report to someone other than the supervisor. Search for the name of the Departmental Safety Officer and select.

**Departmental Safety Officer Responsibilities**

Upon receiving the Incident Report (via Themis) the Safety Officer shall, as soon as reasonably practicable, identify and record:

- Immediate actions taken to assist any persons injured from the incident
- Immediate actions taken to prevent re-occurrence of the incident
- If a copy of the incident report has been provided to the HSR
- If a copy of the incident report has been provided to maintenance
- Severity of the incident
- Likelihood of the incident occurring or re-occurring
- Resultant risk rating of the incident
- If an on-site incident investigation has been completed
- If applicable, the members of the incident investigation team
- Planned actions to prevent reoccurrence of the incident
- Due date for completion of planned corrective actions.

Depending on the incident, this may be done in conjunction with the relevant supervisor. If the risk rating is medium, high or very high, then the Safety Officer must also identify and record:

- Substandard practices that led to the incident occurring
- Management systems (procedural) deficiencies that led to the substandard practices
- Substandard conditions that led to the incident occurring
- Management systems (procedural) deficiencies that led to the substandard conditions.

**Incidents Requiring Notification to WorkSafe Victoria**

The following incidents require notification to WorkSafe Victoria:

- the death of a person; or
- a person requiring medical treatment within 48 hours of exposure to a substance; or
- a person requiring immediate treatment as an in-patient in a hospital; or
- a person requiring immediate medical 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) the separation of his or her skin from an underlying tissue (such as de-gloving or scalping); or
(v) electric shock; or
(vi) a spinal injury; or
(vii) the loss of a bodily function; or
(viii) serious lacerations
   • an incident that exposes a person in the immediate vicinity to an immediate risk to the
     person's health or safety through-

(i) the collapse, overturning, failure or malfunction of, or damage to, any plant that the
regulations prescribe must not be used unless the plant is licensed or registered; or
(ii) the collapse or failure of an excavation or of any shoring supporting an excavation; or
(iii) the collapse or partial collapse of all or part of a building or structure; or
(iv) an implosion, explosion or fire; or
(v) the escape, spillage or leakage of any substance including dangerous goods; or
(vi) the fall or release from a height of any plant, substance or object.

The Safety Officer, upon being informed of an incident within the scope of requiring
notification to WorkSafe, shall immediately inform and request advice from the on-call EHS
Adviser by contacting the Parkville Campus Security Control on:

• 03 8344 6666 or
• extension 46666

The on-call EHS Adviser shall assess the incident details and determine if the incident requires
notification to WorkSafe Victoria.

If necessary, the on-call EHS Adviser shall notify WorkSafe Victoria of the incident via
telephone and complete and send the written WorkSafe notification form to WorkSafe Victoria.

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

• Incident reporting and investigation – http://www.unimelb.edu.au/ehsm-