

## **Health and Safety Incident Reporting and Investigation Protocol 6.05**

<b>Who</b>	All Southern Health staff.
<b>Expected Outcomes</b>	<p>All workplace health and safety incidents or near misses must be appropriately reported, investigated and managed. This will ensure that Southern Health meets its legislative requirements and enables the organisation to learn from the incidents casual factors and prevent their recurrence as far as reasonable practicable.</p> <p>Workplace managers must encourage employees to report health and safety incidents, including near misses and must promote a no fault, proactive, risk management approach to health and safety incident management and prevention.</p>
<b>Purpose</b>	<p>To comply with the Occupational health and Safety Act 2004 and inform all employees of Southern Health’s Risk Management strategy</p> <p>To inform of reporting and investigation process.</p> <p>To inform of requirement for incident notification to WorkSafe.</p>
<b>Scope</b>	<p>This protocol is within the scope of the Southern Health Occupational Health and Safety Policy.</p> <p><b>Definition</b></p> <p>Health and Safety Incident-</p> <ul style="list-style-type: none"><li>• a workplace incident or accident that results in a person’s injury, illness, or death, including injury or illness of a psychological nature.</li><li>• ‘near miss’ situations where an incident could have occurred that had the potential for an injury or illness including that of a psychological nature</li><li>• serious malfunctions or damage to equipment, building or property, or environment factors that had the potential for injury or illness</li><li>• Manager is interchangeable term for team leader/supervisor etc</li></ul>
<b>How</b>	<p><b>Initial Action</b></p> <p>In the event of a health and safety incident or near miss occurring:</p> <ul style="list-style-type: none"><li>• Provide assistance to person/s involved, if safe to do so.</li><li>• Eliminate or isolate any remaining hazards</li><li>• In the case of serious incident preserve the site</li><li>• Commence the reporting and investigation process</li></ul> <p><b>Reporting</b></p> <p>The health and safety incident must be reported as follows:</p> <ul style="list-style-type: none"><li>• All health and safety incidents and near misses must be reported as</li></ul>

soon as possible on the Incident reporting data system (Riskman).

- All health and safety incidents and near misses must be reported as soon as possible on the incident reporting data system (Riskman).
- Managers are responsible to ensure employee's access to Riskman or incidents are recorded on behalf of the employee.
- All health and safety incidents and near misses must be investigated by the line manager/supervisor and the details of the investigation recorded on Riskman.
- Worksafe must be notified of certain health and safety incidents see below.

#### **Responsibility of affected person**

- The person affected by a health and safety incident or near miss must complete Riskman immediately or within 24 hours after the incident. This may be done in consultation with their Health and Safety Representative/Deputy, as required.
- If the affected person is unable to complete Riskman, the Workplace Manager or delegate must complete it on their behalf.
- If the affected person is not a direct employee of Southern Health, Riskman must be completed on their behalf by the Workplace manager where the incident occurred or delegate.

#### **Investigation**

The Workplace Manager or supervisor must investigate the health and safety incident or near miss as soon as possible to determine how and why it occurred:

- They must consult and involve relevant people in the investigation, including the affected person (if able) and the designated work group (DWG) Health and Safety Representative/Deputy, as required.
- The investigation should include but is not limited to investigation of the systems of work, hours of work, the work environment, facilities, the information or instructions provided and the supervision at the time of the incident.
- Identification and implementation of the controls must be implemented to minimize the likelihood of a recurrence of the health and safety incident.
- The process should be documented including the control plan with timelines.
- Review implementation until action is complete.

#### **Notifying Health and Safety Incidents to WorkSafe**

##### **Criteria**

General- the workplace manager or supervisor must notify WorkSafe immediately in the event of a health and safety incident in the workplace involving:

- The death of any person

- A person requiring medical treatment within 48 hours of exposure to a hazardous substance
- A person requiring immediate treatment as an in-patient in a hospital
- A person requiring immediate medical treatment by a registered medical practitioner for:
  - The amputation of any part of their body
  - A serious head injury
  - A serious eye injury
  - The separation of their skin from underlying tissue (such as degloving or scalping)
  - Electric shock
  - Spinal injury
  - The loss of bodily function (includes fractures, loss of consciousness)
  - Serious lacerations

Other health and safety incidents- Worksafe must also be immediately notified of any workplace incident which exposed a person in the vicinity to an immediate risk to their health and safety through incidents involving:

- The collapse, overturning, failure or malfunction of, damage to any item of plant
- The collapse or failure of an excavation or any shoring supporting an excavation
- The collapse or partial collapse of any part of a building or structure
- An implosion, explosion or fire
- The escape, spillage or leakage of any substance including dangerous goods, or the fall or release from a height of any plant, substance or object.

#### Preservation of the site

Requirement- Southern health must ensure the site of the health and safety incident and ensure that it is not disturbed until a WorkSafe Inspector:

- Arrives at the site of the incident
- Or
- Directs otherwise at time of notification

Exception- comply with the above unless it is necessary to:

- Protect the health and safety of any person
- Aid an injured person involved in an incident
- Or
- Take essential action to make the scene safe or to prevent a further occurrence of a health and safety incident

### Further Notification

The workplace manager must also notify:

- Their line manager of the health and safety incident notification
- WorkSafe in writing within **48hrs** by:
  - Telephone 132 260 (24hrs access)
  - The form on the Worksafe Victoria website can be used for this purpose. This can be located at:  
<http://www.worksafe.vic.gov.au/wps/wcm/resources/file/eb2b904c2f42168/incidnet%20Notification%20form.pdf>
- OHS Consultant (or Director Workforce health and Safety if OHS Consultant unavailable) If incident occurs on weekends the on call HR Director should be contacted.

**When** Continuous



Occupational Health And Safety Act 2004  
Occupational Health and Safety Regulations 2007

**Related forms and/or documents**

Southern Health Occupational Health and Safety Policy

<b>Southern Health Protocol</b>	Human Resources	<b>ACHS</b>	Corporate
<b>Reviewer</b>	Director, Workforce Health and Safety	<b>Last review date</b>	June 2008
<b>Authoriser</b>	HR Executive	<b>Next review date</b>	June 2010

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