

4. REPORTING OF INCIDENTS & HAZARDS

What is the purpose of incident reporting?

- 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.
- To provide a process for reported incidents to be risk assessed and where necessary investigated to determine the root causes of the incident.
- To provide a process for the monitoring of planned corrective actions to prevent or reduce the risk of re-occurrence of reported incidents.

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

What incidents should be reported?

Staff, students, contractors and visitors should complete an incident report form for any EHS incident, including:

- Injuries or illnesses,
- Incidents or near misses,
- Property loss or damage,

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- Environmental damage, or
- Theft

that occurred at a University of Melbourne campus, a University of Melbourne controlled entity or whilst undertaking any University-sanctioned activity. For more information, see [EHS Manual 14.1.New. Incident Reporting](#).

When to report an EHS incident

- **High Consequence incidents** should be reported **immediately** by contacting the on-call EHS Adviser via the Parkville Campus Security Control Room on **(03) 8344 6666**. These incidents may require notification to WorkSafe Victoria by the EHS Unit. Refer to [Safety Bulletin 01/07 - Serious Injury & Incident Notification](#) for guidance.
- Other incidents should be reported within 24 hours of becoming aware of the incident, injury or illness. For more information, see [EHS Manual 14.1.New. Incident Reporting](#).

The Departmental Safety Officer must be notified of all incidents and hazards.

Incidents are now reported via **Themis**. Refer to the Incident reporting procedure on the EHS website - <http://www.pb.unimelb.edu.au/ehs/ehs/incidentreporting/> and the [Incident Reporting Flow Chart](#)

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 should 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.

Incident Review, Response and Investigation

The role of the supervisor or Safety Officer

The supervisor is required to complete two screens of information (Incident Response, and Incident Investigation & Classification). These screens assist the supervisor, employee and health & safety representatives (if applicable) to investigate the incident, determine corrective actions and monitor the completion of corrective actions. The supervisor may send copies of the incident report (excluding names of injured persons) to Asset Services (Maintenance) or an elected health & safety representative.

An [Incident Investigation S4 Form](#) has been developed to assist supervisors, EHS officers, health & safety representatives and staff to undertaken incident investigations.

A [Witness' Record of Events S5 Form](#) has also been developed to record information from witnesses.

EHS Unit Actions

All incidents are reviewed by an EHS Advisor to determine the suitability of corrective actions.

Monitoring the progress of incident reports

Incidents may be monitored by the reporter and the supervisor by selecting **Review status of existing incident report** in the **Staff Self Service** menu in [Themis](#).

References

- Incident reporting and investigation – <http://www.unimelb.edu.au/ehsm-new/14.html#14.1>.
- Guidelines and Forms - <http://www.pb.unimelb.edu.au/ehs/ehs/incidentreporting/>