# Manager Forum – WorkSafe Notifiable Incidents

Presented by Cath Jeffries- OHS Director Sue Forrest- Safety Technical Manager 1st June 2022



# Agenda

- Introduction
- Understand if an incident is reportable to Worksafe and how
- Resources and Support available
- Q&A via Slido #MHMB2022



#### Introduction

Under the Occupational Health and Safety Act 2004 (OHS Act),

employers and self-employed persons must notify WorkSafe immediately after becoming aware a notifiable incident has occurred.

Failure to report an incident to WorkSafe is an offence and may result in prosecution.





# Overview for Managers – what is notifiable?

#### Incidents resulting in:

- death of a person
- a person needing medical treatment within
  48 hours of being exposed to a substance
- a person needing immediate treatment as an in-patient in a hospital

a person needing immediate medical treatment for:

- Amputation
- serious head injury or serious eye injury
- removal of skin- de-gloving, scalping)
- electric shock
- spinal injury
- loss of a bodily function
- serious lacerations (example: requiring stitching/ other medical treatment)

You must also report the following incidents if they expose a person to a serious risk to their health or safety emanating from an immediate or imminent exposure

- an uncontrolled escape, spillage or leakage of any substance, including dangerous goods
- an implosion, explosion or fire, or
- electric shock, or
- the fall or release from a height of any plant, substance or thing, or
- the collapse, overturning, failure or malfunction of, or damage to, any plant, the collapse or partial collapse of a building or structure, or
- the collapse or failure of an excavation or tunnel.

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# Q&A



### Overview for Managers What to I have to do?

- Make sure the person is ok?
- Is it notifiable to Worksafe?
- Contact the Safety Team if you need help
- Inform your manager
- Verbal report to WorkSafe followed by written report
- Worksafe reference numbers added to Riskman
- Take photo's of incident site
- Start the incident investigation
- Let your team and HSR know about details of what happened, to help get ideas on solution

### **Overview for Managers**

Who is responsible for notifying Worksafe and how is this done?

#### **Day Shift**

Local Area Manager

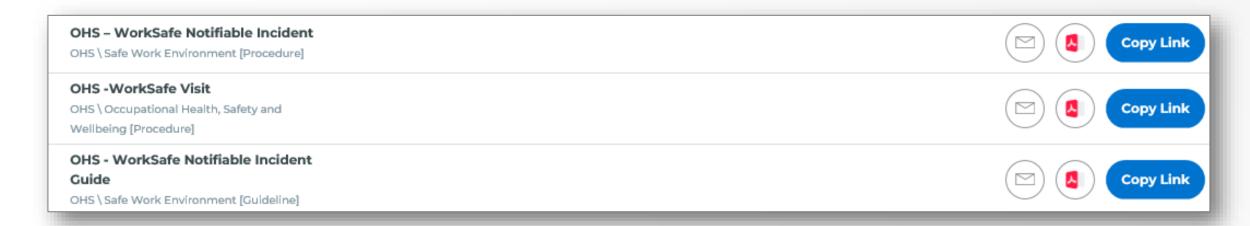
#### **After Hours**

• NCO



#### **Updated and new documents on PROMPT**

- OHS WorkSafe Notifiable Incident Procedure
- OHS WorkSafe Notifiable Incident Guide
- OHS WorkSafe Visit Procedure





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