

1. OBJECTIVE

To provide guidance to responsible persons for reporting 'Notifiable' incidents to the relevant health and safety regulator.

2. PROCEDURE/IMPLEMENTATION

2.1. Statutory reporting

Where Statutory Reporting is required, the Manager/Supervisor must work with the Senior Advisor, Health & Safety to ensure that this is done as quickly as possible.

Certain incidents must be reported to regulatory authorities. These notifiable incidents involve:

- A death in the workplace
- A serious injury or illness of a person
- A dangerous incident.

Regulatory authorities require immediate reporting of these incidents. There are designated phone lines available to facilitate reporting. If the Regulator asks for it a written notice of the incident must be provided within 48 hours.

2.2. Serious Injury

A serious injury or illness is when a person receives treatment in one of the following ways:

- Immediate treatment as an in-patient in a hospital
- Immediate treatment for:
 - The amputation of any body part
 - Serious head or eye injury
 - Serious burn
 - Separation of skin from underlying tissue
 - A spinal injury
 - The loss of bodily function
 - Serious lacerations.
 - Medical treatment with 48 hours of exposure to a substance.

2.3. Dangerous Incident

A dangerous incident is an incident in which staff, student, contractor or other people at the workplace are exposed to serious risk from:

- An uncontrolled escape, spillage or leakage of a substance
- An uncontrolled implosion, explosion or fire
- An uncontrolled escape of gas or steam
- An uncontrolled escape of a pressurised substance
- Electric shock
- The fall of release from a height of any plant, substance or thing
- The collapse, overturning, failure or malfunction of, or damage to, any plant that is required to be authorised for use in accordance with the regulations

- The collapse or partial collapse of a structure
- The collapse or failure of an excavation or of shoring supporting an excavation
- The inrush of water, mud, gas in workings in an underground excavation or tunnel
- The interruption of the main system of ventilation in an underground excavation or tunnel
- Other events prescribed by the regulations.