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1 OBJECTIVE

To provide a reference document detailing the health, safety and wellbeing (HSW) incident reporting requirements, including reporting timeframes to the relevant regulator. These are referred to as notifiable or reportable incidents.

2 SCOPE

This process applies to RMIT globally.

NOTE – Referenced legislation applies to Australian jurisdictions only. RMIT campuses in other jurisdictions must refer to local applicable legislation, where they exceed the requirements of Australian legislation.

3 WHAT MUST GO RIGHT?

The 'What must go Right?' principles applicable to this process are:

- HSW incidents are reported utilising the online incident reporting system (or equivalent if the online system is unavailable)
- The scene is preserved and/or evidence of the incident is preserved following a notifiable/reportable incident
- HSW incidents are escalated to the relevant role as per Table 1 within specified timeframes
- HSW incidents that meet regulator criteria (notifiable/reportable incidents) are reported to the applicable Regulator(s) within the specified timeframes
- HSW incidents are investigated to identify root causes and implement corrective action(s)

4 PROCEDURE

Notifiable incidents must be reported within timeframes stipulated by regulators. Notification requirements are listed below in Sections 4.3 to 4.9 for the following Victorian and Commonwealth legislation.

The notification requirements detailed in Sections 4.3 to 4.9 are to be used by Schools/ Departments to determine scene preservation requirements only (detailed in section 4.2).

If for any reason Schools/Departments are unsure of classification of an incident/injury and its notification requirements, contact the HSW Team for guidance.

4.1 WHO REPORTS TO THE REGULATOR?

The responsibility to notify/report to the relevant OHS regulator sits with the central HSW Team only.

However, the HSW Team may delegate the notification/reporting to other subject matter experts as and if required.

Schools/departments are NOT to notify/report to OHS regulator unless authorised in writing from the HSW Team.

4.2 PRESERVING THE SCENE

A Notifiable Incident scene must be preserved until directed by the OHS regulator or HSW Team (who have received advice from the regulator). Once authorisation has been provided, site cleaning, restoration and repair works can commence as needed.

Whilst the regulator requires the incident scene to be preserved (i.e. secured and unchanged) following the occurrence of a notifiable incident, emergency actions such as, but not limited to, providing first aid to an injured person, removing a person from danger, shutting down or turning off equipment to ensure safety in the area, takes precedence over the preservation of the site.

Where these actions have been necessary, the incident responder(s) should endeavour to preserve evidence of the incident scene as best as practicable. This may include, but not limited to:

- taking photos of scene, machinery, equipment or other items involved in the incident
- keeping items or remnants of the incident

4.3 OHS Act 2004

Under the **OHS Act 2004**, RMIT must alert WorkSafe Victoria immediately after becoming aware that a notifiable incident has occurred.

4.3.1 Notifiable incidents involving death or serious injury of a person

- a person needing medical treatment¹ 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 one of the following injuries:
 - amputation
 - serious head injury or serious eye injury
 - serious lacerations (e.g. requiring stitching or other medical treatment)
 - spinal injury
 - removal of skin (e.g. de-gloving, scalping)
 - loss of a bodily function
 - electric shock

4.3.2 Notifiable incidents that expose a person/people to immediate risk to health or safety

- an uncontrolled escape, spillage or leakage of any substance, including dangerous goods within the meaning of the **Dangerous Goods Act 1985**
- an implosion, explosion or fire
- electric shock
- the fall or release from a height of any plant, substance or thing
- the collapse, overturning, failure or malfunction of, or damage to, any plant, including plant in relation to a mine that is prescribed by the **OHS Regulations 2017** or the design of which must be registered according to the OHS Regulations
- the collapse or partial collapse of a building or structure
- the collapse or failure of an excavation or mine or of any shoring supporting an excavation or mine
- the inrush of water, mud or gas in workings in a mine, underground excavation or tunnel
- the interruption of the main system of ventilation in a mine, underground excavation or tunnel

In addition to notifying WorkSafe Victoria, incidents involving Dangerous Goods may also require reporting to the nearest fire authority and/or police station.

4.4 Dangerous Goods (Explosives) Regulations

As required by the **Dangerous Goods (Explosives) Regulations 2022** the following must be reported:

- incidents relating to explosives involved in explosions, fire or other incidents causing:

¹ Medical treatment means treatment by a person registered under the Health Practitioner Regulation National Law to practice in the medical or nursing or midwifery profession (doctor, nurse, midwife etc.)

- injury to any person or immediate risk to their health or safety
- property damage
- theft or loss of explosives, break-in or attempted break-in

4.4.1 High Consequence Dangerous Goods (HCDGs)

In Victoria, ammonium nitrate and mixtures or emulsions containing more than 45% ammonium nitrate are considered High Consequence Dangerous Goods (HCDGs). Refer to **HR – HSW-PR32 – Hazardous Substances** for further details.

4.4.2 Substances of Security Concern

There are 15 chemicals classified as Substances of Security Concern. Refer to **section 6.7.4 of HR – HSW-PR32 – Hazardous Substances** for full list of substances and their concentration/form.

As required by the **National Code of Practice for Chemicals of Security Concern (2016)**, all suspicious incidents and security breaches should be investigated and reported to the National Security Hotline on **1800 123 400**.

Suspicious incidents could relate to people that are external (e.g. general public) or internal (e.g. employees, students, contractors) to RMIT. Suspicious incidents include:

- Attempts to purchase chemicals with cash, or a refusal to pay by credit/debit card, cheque, bank transfer or account
- Attempts to purchase chemicals for no clear purpose
- Doors not secured, holes in fences, signs of illegal entry
- Unauthorised entry into restricted areas
- Unexplained signs of vehicle activity in restricted or remote access points
- Unexplained requests for technical information about a facility
- Unexplained disruptions to business processes
- Unexplained losses of chemicals
- Major cyber-attack on internal process controls or inventory systems

4.5 Environmental Protection Agency (EPA)

In July 2021 the Victorian Government amended the Environmental Protection Act to introduce the concept of **‘General Environmental Duty’**. The GED makes it clear that all Victorians, and all businesses have a responsibility to manage activities and reduce the risk of harm:

- To human health and the environment
- From pollution or waste

This means any Victorian who is engaging in an activity that may give rise to risks of harm to human health or the environment from pollution or waste must minimise those risks, so far as reasonably practicable

‘Reasonably practicable’ means putting in controls that are proportionate to the risk.

In compliance with the GED, RMIT currently maintains a certified Integrated Management System in accordance with ISO 9001, 14001 and 45001. Through this system RMIT already proactively manages risks of harm to human health or the environment from pollution or waste.

RMIT also fulfills its commitment to the GED requirement through the managing and reporting of Industrial waste. All individuals and businesses who generate industrial waste, must take steps to ensure it goes to a lawful place. Industrial waste cannot be disposed of in general waste streams.

RMIT University generates industrial waste through activities in laboratories, cafes, renovations, demolitions and repairs. RMIT therefore have a duty to:

- Take reasonable steps to identify and classify your waste.
- Take all reasonable steps to make sure your waste is taken to a lawful place (for example, by engaging a reputable contractor to transport and dispose of your waste).

RMIT utilises the EPA Waste Tracker tool as an online reporting mechanism for recording generated industrial waste. It is the responsibility of RMIT to organise the appropriate transport with an authorised waste transporter to the appropriate end destination for the processing of industrial waste.

Central to fulfilling the obligations of the General Environmental Duty, is the reporting of 'notifiable incidents.

A pollution incident that causes or threatens to cause 'material harm' to human health or the environment is a notifiable incident to the EPA (refer to ***Environmental Protection Act 2017 and Regulations 2021 (Vic)***) and WorkSafe Victoria. Actual harm doesn't need to have occurred for the incident to be reported, near miss events (potential for harm from the event) must also be reported.

A pollution incident if it causes or threatens 'material harm' means that:

- there is an adverse effect on human health or the environment
- there is an adverse effect on an area of high conservation value or of special significance
- the clean-up or management of the pollution or cost of restoration would cost \$10,000 or more

Examples of the types of incidents to report include:

- the release (of the substance) is uncontrolled or unplanned and could cause material harm
- the substances are harmful to water or land in large quantities, such as a milk and organic materials
- a clean-up would be expensive
- the substances are dangerous or toxic and threaten the environment or people (i.e. the safety data sheet indicates risk to the environment or to people)

If an environment protection officer needs to attend and inspect the site, assistance may be required from the operational leader, technical officer and /or HSR.

4.5.1 *When not to report:*

Some examples of when an incident may not need to be reported:

- A small spill that has been contained and cleaned up on site (depending on the substances – as some chemicals can leak through concrete and other barriers)
- If a release didn't threaten the environment (could not migrate to the land or stormwater drains) and would cost less than \$10,000 to cleanup
- If there were no known risks from the substance and the site can be easily restored

4.5.2 *Ground contaminants*

The ***Environmental Protection Act 2017*** also requires a person in management or control of land to notify the EPA, as soon as practicable, when they become aware that the land is contaminated by 'notifiable contamination' such as:

- contamination of soil (including friable asbestos) that exposes a person to that contamination
- contamination of soil that is moving, has moved or is likely to move onto adjacent land
- contamination of groundwater that is being used, or may be used
- the entry of contamination into surface water
- contamination of soil or groundwater that indicates a risk of exposure to vapour

- any presence of non-aqueous phase liquid (NAPL) in groundwater, surface water or an aquifer
- contaminated soil sourced from that land that can be lawfully retained onsite

Contaminated land or groundwater is only notifiable when **specific substances** are present **above specific concentrations**, and in **specific circumstances**.

The **specific substances** covered by the definition mean at least one of the following:

- substances named in **Section 6 of Schedule B1** of the National Environment Protection Measures (NEPMs) Assessment of Site Contamination (ASC)
- friable asbestos in or on soil on land
- Non-Aqueous Phase Liquid (NAPL) in groundwater, surface water or an aquifer on or in land

The **specific concentrations** above which notification is required are the values set out for the corresponding substances:

- the Health Investigation Levels (HILs) and Health Screening Levels (HSLs) for the specific substances listed in Section 6 of Schedule B1 of the NEPM (ASC) in relation to substances in soil and vapour the concentration thresholds in the Australian Drinking Water Guidelines (ADWG) or the Australian and New Zealand Guidelines for Fresh and Marine Water Quality (ANZG) for the specific substances listed in Section 6 of **Schedule B1 of the NEPM (ASC)**, in groundwater and surface water²
- airborne asbestos fibre levels in excess of 0.01 fibres per mL by means of inhalation

The applicable concentrations for HSLs and HILs are further specified for different circumstances³. The **specific circumstances** that make contamination notifiable are:

- where a person is, or is likely to be, exposed to the contaminant (in relation to contaminants in or on soil (including friable asbestos)
- the contaminant has entered from, or is likely to have entered from, the land onto adjacent land (in relation to contaminants in or on soil)
- the contaminant is likely to enter and remain on adjacent land (in relation to contaminants in or on soil)
- the groundwater contamination discharges, or is likely to discharge, to surface water or is used, or may be used, for human consumption or contact, stock watering or irrigation
- the contamination discharges to surface water
- in relation to excavated soil (other than fill⁴ material) from contaminated land sourced onsite that is not an activity for which permission is required, where it is proposed to be retained on site

4.6 Energy Safe

Serious electrical incidents must be reported to both Energy Safe (as per the **Electrical Safety Act 1988** and **Electrical Safety (General) Regulations 2021**) and WorkSafe Victoria. As soon as possible after becoming aware that the serious electrical incident has occurred or is occurring, the HSW Team will report the incident to Energy Safe and WorkSafe Victoria by telephone. They must submit a written report within 20 business days after becoming aware of the incident using the Energy Safe Victoria form sent to RMIT after initial phone notification.

² ADWG and the ANZG include several substances that are not listed in section 6 of Schedule B1 of the NEPM. Notifiable contamination is limited to the substances listed in the NEPM tables in section 6 (see regulation 13(d)).

³ For regulations 8(a), 8(b) and 11 the threshold concentration is either the **localised elevated value threshold (LEVT)** or the **average threshold (AT)**; for regulation 8(c) the threshold is the HIL for the current use of the adjacent land.

⁴ For guidance on defining 'fill material', refer to EPA Publication 1828.2 Waste disposal categories – characteristics and thresholds.

4.6.1 Reporting of other electrical incidents

Accidental contact and electric shock must also be reported Energy Safe Victoria within 20 business days after becoming aware of the incident (not notifiable to WorkSafe Victoria unless immediate medical treatment was required).

4.7 Australian Transport Safety Bureau (ATSB)

Accidents and serious incidents (called Immediately Reportable Matters), which affect the safety of aircraft **must, in the first instance**, be notified to the ATSB by calling **1800 011 034** (24 hours).

Written notifications are required to be submitted within **72 hours** of an accident, serious incident or incident in accordance with the **Transport Safety Investigation Act 2003** and the **Transport Safety Investigation Regulations 2003**. The ATSB has a mandatory agreement with CASA to share information between the two organisations.

The Aviation Academy reports all matters relating to reportable incidents to the ATSB directly.

4.8 Australian Maritime Safety Authority (AMSA)

A reportable marine incident may include the following:

- Death of, or injury to, a person associated with the operation or navigation of a vessel
- The loss or presumed loss of a vessel
- Collision of a vessel with another vessel
- Collision by a vessel with an object
- The grounding, sinking, flooding or capsizing of a vessel
- Fire on board a vessel
- Loss of stability of a vessel that affects the safety of the vessel
- The structural failure of a vessel
- A close quarters situation
- A dangerous occurrence, which is an occurrence that could have caused the death of, or serious personal injury to, any person on the vessel
- An event that results in, or could have resulted in:
 - the death of, or injury to, a person on board a vessel
 - the loss of a person from a vessel
 - a vessel becoming disabled and requiring assistance.
- The fouling or damaging by a vessel of:
 - any pipeline or submarine cable
 - any aid to navigation
- Other incidents that are prescribed by the regulations include but are not limited to:
 - failure in operation of a component of material handling equipment
 - loss of cargo from a vessel
 - significant damage to a vessel
 - equipment failure that may affect vessel's ability to prevent pollution from occurring
 - a crew member is injured or contracts an illness that incapacitates them from the performance of their duty
- Any serious danger to navigation on or near the course of the vessel

Under **Marine Order 1 (Administration) 2013**, regulated Australian vessels and foreign vessels must submit an on-line incident alert (Form 18) within 4 hours or if having difficulty with the online form, complete the PDF version and email to reports@amsa.gov.au.

The operator of the boat/vessel or operational leader must report the incident to the HSW Team as soon as possible after becoming aware of the incident. The HSW Team will report to AMSA as above or delegate the reporting to a suitable responsible person.

Refer to **Appendix 1: AMSA Reporting Requirements** for further details.

4.9 Radiation

Radiation incidents are notifiable to:

1. The Australian Radiation Protection and Nuclear Safety Agency (ARPANSA) and
2. the Department of Health in Victoria (who administer the state radiation legislation)

4.9.1 Notification to ARPANSA

A notifiable incident requires immediate action and must be reported to ARPANSA within 24 hours.

Notification must be by the license holder – General Manager Operations STEM.

A notifiable incident means any of the following:

1. an incident that exposes a person to a dose of ionising radiation that exceeds an effective dose limit mentioned in **Section 77 of the ARPANS Regulations 2018** or an equivalent dose limit mentioned in **Section 79**
2. an incident involving a diagnostic or interventional medical procedure resulting in an observable acute radiation effect
3. an incident involving exposure to non-ionising radiation from controlled apparatus that exceeds the non-ionising radiation exposure limits or results in noticeable eye or skin damage
4. theft or loss of controlled material or controlled apparatus, other than controlled material or controlled apparatus in Group 1
5. an incident involving the release of controlled material if the result of the **activity value division steps*** for the controlled material is greater than 10^4
6. an incident involving transport of a package of controlled material if the result of the activity value division steps for the controlled material is greater than 10^4 and the package is damaged in such a way that safety provisions are degraded

* **activity value division steps** for sources or controlled materials are the following:

- a. Divide the activity of each nuclide in the sources or controlled materials by the activity value set out in Part 1 of Schedule 1 for the nuclide
- b. If there is more than one nuclide in the sources or controlled materials, total the result of paragraph (a) for each nuclide.

Note: Section 5 of the Regulations affects how the activity of a parent nuclide mentioned in Part 2 of Schedule 1 (or marked a in Part 1 of Schedule 1) is worked out, by providing for inclusion of the activity of certain progeny nuclides that are included in secular equilibrium with the parent nuclide.

The licence holder (General Manager Operations STEM) must complete the review within 6 months of the incident happening and must provide the CEO (of ARPANSA) with a written summary of the outcome of actions resulting from the review within 7 months of the incident happening. The CEO may extend these periods on request.

Refer to **Appendix 2: Notification to the Department of Health (Victoria)** for further details.

5 RESPONSIBILITIES

5.1 Senior Leaders

- Provide all necessary resources to enable Colleges/Schools and Portfolios/ Departments to comply with this process and to implement required corrective actions within their area of control
- Monitor and review of health, safety and wellbeing performance and risks across their area of responsibility and ensure all hazards, incidents and near misses are managed in accordance with Global Safety Model
- Contribute to the evolution of the organisation's health, safety, and wellbeing culture

5.2 Operational Leaders

- Ensure staff, students, researchers and third parties are aware of RMIT's Incident and Hazard Reporting process
- Ensure notifiable/reportable health and safety incidents are reported to the HSW Team
- Monitor and review health, safety and wellbeing performance across their area of responsibility to ensure all hazards, incidents and near misses are managed in accordance with Global Safety Model

5.3 HSW Team

- Monitor applicable legislation for changes to reporting requirements and advise changes to key stakeholders
- Report notifiable incidents to WorkSafe Victoria
- Report notifiable/reportable incidents to other Regulatory Authorities as required
- Determine who will lodge notifiable/reportable incidents to other Regulatory Authorities as required
- Monitor and report on HSW performance through reports, reviews and audits

5.4 Staff, students and third parties, researchers, volunteers, clients and visitors

- Report all incidents via SafetyNow or equivalent hard copy if SafetyNow is unavailable.

6 DEFINITIONS

Defines any key terms and acronyms relating to the process where they apply.

Term / acronym	Definition
Dangerous Goods	Dangerous goods are substances and articles classified based on immediate physical or chemical effects such as fire, explosion, corrosion, oxidation, spontaneous combustion and poisoning that can harm property, the environment or people. Dangerous goods may be solids, liquids, gas, pure substances, or mixtures. Dangerous goods are listed in the Australian Dangerous Goods Code (ADG Code) . A dangerous good can also be a Hazardous Chemical and/or a drug, poison, or controlled substance.
High Consequence Dangerous Goods (HCDGs)	HCDGs are those which pose significant security and safety risks if they are not used appropriately. <ul style="list-style-type: none">• ammonium nitrate• calcium ammonium nitrate containing more than 45% ammonium nitrate• ammonium nitrate emulsions and mixtures containing more than 45% ammonium nitrate
Material harm	"Material harm", in relation to human health or the environment means harm that is caused by pollution or waste that—

Term / acronym	Definition
	<p>a) involves an actual adverse effect on human health or the environment that is not negligible; or</p> <p>b) (b)involves an actual adverse effect on an area of high conservation value or of special significance; or</p> <p>c) (c)results in, or is likely to result in, costs in excess of the threshold amount being incurred in order to take appropriate action to prevent or minimise the harm or to rehabilitate or restore the environment to the state it was in before the harm.</p> <p>Harm may become material harm regardless of the period of time in which the harm occurs and as a result of—</p> <ol style="list-style-type: none"> I. a single occurrence of harm arising from an activity; or II. multiple occurrences of harm arising from the same activity; or III. the cumulative effect of harm arising from an activity combined with harm arising from other activities or factors. <p>"Threshold amount" means \$10,000 or a higher amount prescribed by the regulations.</p>
Management licence	means a licence issued under Part 6 (of the Victorian radiation Act) allowing the licence holder to conduct the radiation practice specified in that licence
Management licence holder	means a person who holds a management licence
Pollution incident	an incident or set of circumstances that causes a leak, spill or other unintended or unauthorised deposit or escape of a substance and, as a result of which, pollution has occurred or is occurring (other than solely involving the emission of noise)
Reportable electrical incident	means an incident involving electricity in which a person— (a) has made accidental contact with any electrical installation; or (b) has received an electric shock as the result of direct or indirect contact with any electrical installation.

7 SUPPORTING DOCUMENTS

Lists the supporting and related Processes and Guidance Material, Legislative references, Australian & International Standards etc. that may be useful references for process users.

- HR-HSW-PR10- Hazard Reporting, Incident Management & Investigation

7.1 Related documents

- [Australian Radiation Protection and Nuclear Safety Regulations 2018 \(Cth\)](#)
- [Dangerous Goods Act 1985 \(Vic\)](#)
- [Dangerous Goods \(Explosives\) Regulations 2022 \(Vic\)](#)
- [Duty to notify EPA of contamination \(Vic\)](#)
- [Electrical Safety Act 1998 \(Vic\)](#)
- [Electricity Safety \(General\) Regulations 2019 \(Vic\)](#)
- [Environment Protection Act 2017 \(Vic\)](#)
- [National Code of practice for chemicals of security concern 2016 \(Cth\)](#)
- [Navigation Act 2012 \(Cth\)](#)
- [Occupational Health and Safety Act 2004 \(Vic\)](#)
- [Occupational Health and Safety Regulations 2017 \(Vic\)](#)
- [Occurrence Notification - Aviation \(Cth\)](#)
- [On-line marine incident alert - AMSA Form 18 \(Cth\)](#)
- [Radiation Act 2005 \(Vic\)](#)

- [Environment Protection Regulations 2021 \(Vic\)](#)
- [Regulatory Guide - Radiation incidents - ARPANSA-GDE-1749 \(Cth\)](#)
- [Guide to the duty to notify of contaminated land \(Vic\)](#)
- [Reporting a notifiable incident EPA \(Vic\)](#)
- [Incident report - AMSA Form 19 \(Cth\)](#)
- [Section 6 of Schedule B1 of the NEPM \(ASC\) \(Cth\)](#)
- [Mandatory reporting of radiation incidents \(Vic\)](#)
- [Transport Safety Investigation Act 2003 \(Cth\)](#)
- [Marine Order 1 \(Administration\) 2013 \(Cth\)](#)
- [Transport Safety Investigation Regulations 2021 \(Cth\)](#)

APPENDIX 1: AMSA Reporting Requirements

What's required	Reported by	Which law applies
The owner or master of an applicable vessel (i.e. foreign vessel, regulated Australian vessel) must report to AMSA	Owner, master	Sections 185 and 186 of the Navigation Act 2012 (Navigation Act)
The owner or master of a domestic commercial vessel must report to AMSA. Note that if you comply with reporting obligations arising under the Navigation Act it will also in most cases—if not all—comply with similar obligations under the national law.	Owner, master	Sections 88 and 89 of the Marine Safety (Domestic Commercial Vessel) National Law Act 2012 , Schedule 1 (National Law)
Vessel operators of prescribed ships or units—for example Australian ships, offshore industry units—on international or interstate voyages must report incidents and dangerous occurrences to AMSA.	Vessel operator	Section 107 of the Occupational Health and Safety (Maritime Industry) Act 1993 (OHS(MI) Act)
A responsible person must report to (AMSA or ATSB) as soon as possible. Note: Completing and submitting the incident alert form 18 and incident report form 19 to AMSA is sufficient to fulfill the reporting obligation under the TSI Act.	Responsible person (This includes master, owner, operator, agent, pilot, pilotage provider, or vessel traffic service authority) Note: Organisations such as VTS or pilotage providers should have procedures in place to identify who will report an incident, and follow-up to ensure an incident has been reported	Section 18 and 19 of the Transport Safety Investigation Act 2003 (TSI Act) Part 3 of the Transport Safety Investigation Regulations 2021 Note: a pilotage provider or vessel traffic service authority are as defined in the Navigation Act 2012 .

APPENDIX 2: Notification to the Department of Health (Victoria)

Who does the obligation apply to?	Type of incident	When must it be reported?	How must it be reported?
A management licence holder who possesses a radiation source	The management licence holder becomes aware that a radiation source that was in their possession is lost or has been stolen	Immediately on becoming aware of the loss or theft	By telephone to the Department’s Radiation Team
A management licence holder authorised to possess High Consequence Sealed Source	Any breach of security relating to the possession or transport of a High Consequence Sealed Source as defined by the <i>Radiation Act 2005</i> .	On becoming aware of the breach	By telephone to the Department’s Radiation Team
A management licence holder authorised to conduct a medical radiation practice.	<p>A worker, patient or a member of the public has or may have received an unplanned or abnormal exposure to ionising radiation, other than a justified medical exposure, exceeding 1 mSv total effective dose.</p> <p>The activity of the material administered to a patient during the administration of radioactive material for human diagnostic purposes, exceeds the activity prescribed in the hospital/practice standard protocol for that test by 50% or more.</p> <p>The activity administered to a patient during the administration of a radioactive material for human therapeutic purposes differs from that prescribed by 15% or more.</p> <p>The dose delivered during administration of a human therapeutic dose of radiation to a patient from a radiation apparatus or a sealed radioactive source:</p> <ul style="list-style-type: none"> ▪ differs from the total prescribed treatment dose by more than 10%; and ▪ the difference between the total prescribed dose and the delivered dose was not anticipated or accepted as part of the treatment plan. <p>Any human therapeutic treatment delivered to either the wrong patient or the wrong tissue or using the wrong radiopharmaceutical.</p> <p>Any human diagnostic procedure other than as prescribed that could lead to an effective dose exceeding 1 mSv (including wrong patient, or wrong body part examined).</p>	Within 14 days of the management licence holder becoming aware of the incident	Within 14 days, complete and lodge a written incident report

Who does the obligation apply to?	Type of incident	When must it be reported?	How must it be reported?
	Any human diagnostic procedure resulting in an observable acute radiation effect. Any unplanned exposure to a child (under 18 years old). Any unplanned exposure to a pregnant female A human diagnostic procedure that results in a skin dose that exceeds 6 Gy		
	Any observable radiation injury <i>Note that effects such as erythema which are expected to occur following therapeutic procedures do not need to be reported.</i>	On becoming aware of an observable radiation injury	Initially by telephone to the Department's Radiation Team. Then within 14 days, complete and lodge a written incident report.
A management licence holder authorised to possess an ionising radiation apparatus, sealed source, sealed source apparatus or radioactive material	Where a radiation source is or has been out of control. This includes situations where, for example, the source is not safely secured or shielded, or contamination is not confined	Within 14 days of the management licence holder becoming aware of the incident	Within 14 days, complete and lodge a written incident report.
	Where an ionising radiation apparatus, sealed source, or sealed source apparatus is or has been damaged or has malfunctioned, in a manner that could result in a person receiving a higher radiation dose than would be received under normal circumstances		
	Where a surface, substance or material is or has been contaminated by radioactive material in excess of: (a) 1 kBq within any square metre in the case of alpha-emitting radioactive material, or (b) 1 MBq within any square metre in the case of beta-emitting or gamma-emitting radioactive material		
	Any observable radiation injury	On becoming aware of an observable radiation injury.	Initially by telephone to the Department's Radiation Team. Then within 14 days, complete and lodge a written incident report.
A worker or a member of the public has or may have received an unplanned or abnormal exposure to ionising radiation, other than a justified medical exposure, exceeding 1 mSv total effective dose.	Within 14 days of the management licence holder becoming aware of the incident	Within 14 days, complete and lodge a written incident report	

Who does the obligation apply to?	Type of incident	When must it be reported?	How must it be reported?
A management licence holder authorised to: (a) possess a sealed source, sealed source apparatus or radioactive material; or (b) transport radioactive material.	A transport accident involving radioactive material where there has been damage or possible damage to containers which contain a sealed source, sealed source apparatus or radioactive material. A transport accident involving radioactive material where there has been a spill or release of radioactive material into the environment.	A transport accident involving radioactive material where there has been a spill or release of radioactive material into the environment.	Initially by telephone to the Department’s Radiation Team. Then within 14 days, complete and lodge a written incident report Radiation.Safety@health.vic.gov.au

APPENDIX 3: Notifiable/Reportable incidents

Legislation	What type of incidents must be reported	Reporting timeframe	Reporting details	Responsibility for reporting	Documentation requirements
<i>OHS Act 2004 and Regulations 2017</i>	<p>Notifiable incidents involving people:</p> <ul style="list-style-type: none"> The 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 treatment⁵ for one of the following injuries: amputation, serious head injury or serious eye injury, removal of skin (example: de-gloving, scalping), electric shock, spinal injury, loss of a bodily function, serious lacerations (example: requiring stitching or other medical treatment) <p>Serious risk to health or safety arising from an immediate or imminent exposure to:</p> <ul style="list-style-type: none"> an uncontrolled escape, spillage or leakage of any substance, including dangerous goods as per the Dangerous Goods Act 1985 an implosion, explosion or fire electric shock the fall or release from a height of any plant, substance or thing the collapse, overturning, failure or malfunction of, or damage to, any plant, including plant in relation to a mine, that is prescribed by the OHS Regulations 2017 or the 	<ol style="list-style-type: none"> Immediately by phone In writing within 48 hours of the incident occurring 	<ul style="list-style-type: none"> Call WorkSafe on: 13 23 60 Complete on-line report from details sent by WorkSafe following verbal notification (<i>if having difficulty use the form below</i>) Incident notification form 	HSW Team	<ul style="list-style-type: none"> Document WorkSafe incident number Keep the incident notification form for at least 5 years

⁵ Medical treatment means treatment by a person registered under the Health Practitioner Regulation National Law to practice in the medical or nursing or midwifery profession (doctor, nurse, midwife etc.).

Legislation	What type of incidents must be reported	Reporting timeframe	Reporting details	Responsibility for reporting	Documentation requirements
	<p>design of which must be registered according to the OHS Regulations</p> <ul style="list-style-type: none"> the collapse or partial collapse of a building or structure the collapse or failure of an excavation or mine or of any shoring supporting an excavation or mine the inrush of water, mud or gas in workings in a mine, underground excavation or tunnel 				
<i>Dangerous Goods Act 1985</i>	<p>The following incidents involving dangerous goods⁶:</p> <ul style="list-style-type: none"> fire explosion spills leakage escape 	Immediately	<ul style="list-style-type: none"> WorkSafe Victoria (<i>as above</i>) 	HSW Team	
<i>Dangerous Goods (Explosives) Regulations 2022</i>	<ul style="list-style-type: none"> Incidents relating to explosives and HCDC⁷ involved in explosions, fire or other incidents causing: <ul style="list-style-type: none"> injury to any person or immediate risk to their health or safety property damage theft or loss of explosives, break-in or attempted break-in 	<p>1: Immediately</p> <p>2: In writing if requested within 48 hours</p>	<ul style="list-style-type: none"> WorkSafe (<i>as above</i>) 	HSW Team or nominated responsible person	A written notice of the incident if requested by the regulator
<i>Environmental Protection Act 2017 and Environmental Protection Regulation 2021 (Vic)</i>	<p>Pollution notifiable incidents: A pollution incident if it causes or threatens 'material harm', i.e. that:</p>	<p>1: Immediately by phone</p> <p>2: In writing within 5 days of receiving the</p>	<ul style="list-style-type: none"> Call EPA on: 1300 372 842 	HSW Team or nominated responsible person	In writing within 5 days of receiving the e-mailed form from the EPA

⁶ This does not apply to prescribed dangerous goods or prescribed quantities of dangerous goods

⁷ In Victoria, ammonium nitrate and mixtures or emulsions containing more than 45% ammonium nitrate are considered HCDCG

Legislation	What type of incidents must be reported	Reporting timeframe	Reporting details	Responsibility for reporting	Documentation requirements
	<ul style="list-style-type: none"> • there is an adverse effect on human health or the environment • there is an adverse effect on an area of high conservation value or of special significance • the clean-up or management of the pollution or cost of restoration would cost \$10,000 or more <p>Examples of the <u>types of incidents to report</u> include:</p> <ul style="list-style-type: none"> • the release is uncontrolled or unplanned and could cause material harm • the substances are harmful to water or land in large quantities, such as a milk and organic materials • a clean-up would be expensive • the substances are dangerous or toxic and threaten the environment or people (i.e. the safety data sheet indicates risk to the environment or to people) <p>Examples of incidents that might <u>not need to report</u>:</p> <ul style="list-style-type: none"> • A small spill that has been contained and cleaned up on site (depending on the substances – as some chemicals can leak through concrete and other barriers) • If a release didn't threaten the environment (could not migrate to the land or stormwater drains) and would cost less than \$10,000 to clean-up • If there were no known risks from the substance and the site can be easily restored <p>Notifiable contamination incidents:</p>	<p>e-mailed form from the EPA</p>			

Legislation	What type of incidents must be reported	Reporting timeframe	Reporting details	Responsibility for reporting	Documentation requirements
	<p>Contaminated land or groundwater is <u>only notifiable</u> when specific substances are present above specific concentrations, and in specific circumstances.</p> <p>The specific substances covered means at least one of the following:</p> <ul style="list-style-type: none"> substances named in Section 6 of Schedule B1 of the NEPM (ASC) friable asbestos in or on soil on land NAPL in groundwater, surface water or an aquifer on or in land <p>The specific concentrations above which notification is required are the values set out for the corresponding substances:</p> <ul style="list-style-type: none"> the Health Investigation Levels (HILs) and Health Screening Levels (HSLs) for the specific substances listed in Section 6 of Schedule B1 of the NEPM (ASC), in relation to substances in soil and vapour the concentration thresholds in the Australian Drinking Water Guidelines (ADWG) or the Australian and New Zealand Guidelines for Fresh and Marine Water Quality (ANZG) for the specific substances listed in Section 6 of Schedule B1 of the NEPM (ASC), in groundwater and surface water⁸ airborne asbestos fibre levels in excess of 0.01 fibres per mL by means of inhalation. 				

⁸ ADWG and the ANZG include a number of substances that are not listed in section 6 of Schedule B1 of the NEPM. Notifiable contamination is limited to the substances listed in the NEPM tables in section 6 (see regulation 13(d)).

Legislation	What type of incidents must be reported	Reporting timeframe	Reporting details	Responsibility for reporting	Documentation requirements
	<p>The applicable concentrations for HSLs and HILs are further specified for different circumstances.⁹ The specific circumstances that make contamination notifiable are:</p> <ul style="list-style-type: none"> • where a person is, or is likely to be, exposed to the contaminant (in relation to contaminants in or on soil (including friable asbestos) • the contaminant has entered from, or is likely to have entered from, the land onto adjacent land (in relation to contaminants in or on soil) • the contaminant is likely to enter and remain on adjacent land (in relation to contaminants in or on soil) • the groundwater contamination discharges, or is likely to discharge, to surface water or is used, or may be used, for human consumption or contact, stock watering or irrigation • the contamination discharges to surface water • in relation to excavated soil (other than fill¹⁰ material) from contaminated land sourced onsite that is not an activity for which permission is required, where it is proposed to be retained on site 				
<p><i>National Code of Practice for Chemicals of Security Concern 2016 (Cth)</i>¹¹</p>	<p>All suspicious incidents and security breaches whether related to people that are external (e.g. general public) or internal (e.g. employees, students, contractors) to RMIT. These include:</p>	<p>Immediately by phone</p>	<ul style="list-style-type: none"> • Call the National Security Hotline on: 1800 123 400 	<p>HSW Team or nominated responsible person</p>	<p>?</p>

⁹ For regulations 8(a), 8(b) and 11 the threshold concentration is either the **localised elevated value threshold (LEVT)** or the **average threshold (AT)**; for regulation 8(c) the threshold is the HIL for the current use of the adjacent land.

¹⁰ For guidance on defining 'fill material', refer to EPA Publication 1828.2 Waste disposal categories – characteristics and thresholds.

¹¹ Refer to Appendix 1 for the list of chemicals and their concentrations.

Legislation	What type of incidents must be reported	Reporting timeframe	Reporting details	Responsibility for reporting	Documentation requirements
	<ul style="list-style-type: none"> Attempts to purchase chemicals with cash, or a refusal to pay by credit/debit card, cheque, bank transfer or account Attempts to purchase chemicals for no clear purpose Doors not secured, holes in fences, signs of illegal entry Unauthorised entry into restricted areas Unexplained signs of vehicle activity in restricted or remote access points Unexplained requests for technical information about a facility Unexplained disruptions to business processes Unexplained losses of chemicals Major cyber-attack on internal process controls or inventory systems 				
<i>Transport Safety Investigation Act 2003 and Regulations (Cth)</i>	Accidents and serious incidents (immediately reportable matters), which affect the safety of aircraft	Immediately	<ul style="list-style-type: none"> Notify ATSB 1800 011 034 (24 hours) Written notifications to be submitted within 72 hours of an accident 	The Aviation Academy	
<i>Navigation Act 2012 (Cth)</i>	<p>A marine incident may include the following:</p> <ul style="list-style-type: none"> Death of, or injury to, a person associated with the operation or navigation of a vessel The loss or presumed loss of a vessel Collision of a vessel with another vessel Collision by a vessel with an object The grounding, sinking, flooding or capsizing of a vessel Fire on board a vessel 	Immediately or within 4 hours	<ul style="list-style-type: none"> Submit an on-line marine incident alert AMSA Form 18 or reports@amsa.gov.au using AMSA Form 18 And submit incident report form 19 within 72 hours 	<p>Owner or Master of the vessel to AMSA or Vessel Operator</p> <p>HSW Team to WorkSafe where required</p>	

Legislation	What type of incidents must be reported	Reporting timeframe	Reporting details	Responsibility for reporting	Documentation requirements
	<ul style="list-style-type: none"> • Loss of stability of a vessel that affects the safety of the vessel • The structural failure of a vessel • A close quarters situation • A dangerous occurrence, which is an occurrence that could have caused the death of, or serious personal injury to, any person on the vessel • An event that results in, or could have resulted in: <ul style="list-style-type: none"> ○ the death of, or injury to, a person on board a vessel ○ the loss of a person from a vessel ○ a vessel becoming disabled and requiring assistance. • The fouling or damaging by a vessel of: <ul style="list-style-type: none"> ○ any pipeline or submarine cable ○ any aid to navigation. • Other incidents that are prescribed by the regulations include but are not limited to: <ul style="list-style-type: none"> ○ failure in operation of a component of material handling equipment ○ loss of cargo from a vessel ○ significant damage to a vessel ○ equipment failure that may affect vessel's ability to prevent pollution from occurring ○ a crew member is injured or contracts an illness that incapacitates them from the performance of their duty • Any serious danger to navigation on or near the course of the vessel 				

Legislation	What type of incidents must be reported	Reporting timeframe	Reporting details	Responsibility for reporting	Documentation requirements
<p><i>Electrical Safety (General) Regulations 2019 (Vic)</i></p>	<p>Urgent reportable incident - means a serious electrical incident which causes or has the potential to cause— (a) the death of or injury to a person; or (b) a serious risk to public safety</p> <p>Reportable electrical incident - means an incident involving electricity in which a person— (a) has made accidental contact with any electrical installation; or (b) has received an electric shock as the result of direct or indirect contact with any electrical installation.</p>	<p>1. By telephone as soon as practicable after becoming aware that the serious electrical incident has occurred or is occurring</p> <p>2. within 20 business days after reporting the incident, give a written report of the incident to Energy Safe Victoria</p>	<p>Must report by telephone to Energy Safe (and WorkSafe) Victoria all details of the incident within the person's knowledge.</p>	<ul style="list-style-type: none"> • Third party reports to Energy Safe for all third-party related incidents • HSW Team report incidents to WorkSafe Victoria <p>When aware of a serious electrical incident that— (i) relates to electrical work carried out by the RMIT staff or (ii) occurred at a location where the RMIT staff were carrying out electrical work; (b) a person who has, to any extent, the management or control of a workplace who becomes aware of a serious electrical incident that occurs at the workplace</p>	
	<p>Reporting of other electrical incidents—accidental contact and electric shock.</p>	<p>Report to Energy Safe Victoria within 20 business days after</p>		<p>HSW Team or nominated responsible person</p>	

Legislation	What type of incidents must be reported	Reporting timeframe	Reporting details	Responsibility for reporting	Documentation requirements
		becoming aware of the incident.			
<i>Australian Radiation Protection and Nuclear Safety Regulations 2018</i>	<p>A notifiable incident means any of the following:</p> <ul style="list-style-type: none"> an incident that exposes a person to a dose of ionising radiation that exceeds an effective dose limit mentioned in Section 77 of the Regulations or an equivalent dose limit mentioned in section 79 an incident involving a diagnostic or interventional medical procedure resulting in an observable acute radiation effect an incident involving exposure to non-ionising radiation from controlled apparatus that exceeds the non-ionising radiation exposure limits or results in noticeable eye or skin damage theft or loss of controlled material or controlled apparatus, other than controlled material or controlled apparatus in Group 1 an incident involving the release of controlled material if the result of the activity value division steps*for the controlled material is greater than 10⁴ an incident involving transport of a package of controlled material if the result of the activity value division steps for the controlled material is greater than 10⁴ and the package is damaged in such a way that safety provisions are degraded 	<ol style="list-style-type: none"> Call the ARPANSA 24/7 Duty Officer on (03) 9432 5384 within 24 hours of the incident occurring As soon as possible complete an ARPANSA Incident notification form and send it to licenceadmin@arpansa.gov.au Provide a written report within 14 days 	<p>A written report must be provided to ARPANSA that contains an account of the incident and its consequences including where possible:</p> <ul style="list-style-type: none"> A root cause analysis An estimate of the dose received by any person An assessment of any impact on the environment An assessment of human and organisational factors Any corrective action taken as a result of the accident Actions taken to prevent the recurrence of similar events The impact on safety Identified security implications <p><i>NOTE: If the report is not final it should still be submitted within 14 days and clearly marked as preliminary. The final version must be provided as soon as practicable and</i></p>	HSW Team or nominated responsible person	The licence holder must complete the review within 6 months of the incident happening and must provide the CEO (of ARPANSA) with a written summary of the outcome of actions resulting from the review within 7 months of the incident happening. The CEO may extend these periods on request.

Legislation	What type of incidents must be reported	Reporting timeframe	Reporting details	Responsibility for reporting	Documentation requirements
			<i>within a reasonable timeframe.</i>		
Victorian Radiation Act 2005	<ul style="list-style-type: none"> a radiation source that was in their possession is lost or has been stolen 	Immediately on becoming aware of the loss or theft	By telephone to the Department's Radiation Team 1300 767 469	HSW Team or nominated responsible person	
	<ul style="list-style-type: none"> Any breach of security relating to the possession or transport of a High Consequence Sealed Source as defined by the Radiation Act 2005. 	On becoming aware of the breach	By telephone to the Department's Radiation Team 1300 767 469	HSW Team or nominated responsible person	
	<ul style="list-style-type: none"> Any observable radiation injury. Note that effects such as erythema which are expected to occur following therapeutic procedures do not need to be reported. 	On becoming aware of an observable radiation injury	Initially by telephone to the Department's Radiation Team 1300 767 469	HSW Team or nominated responsible person	Within 14 days, complete and lodge a Radiation incident report form by email to Radiation.Safety@health.vic.gov.au
A management licence holder authorised to possess an ionising radiation apparatus, sealed source, sealed source apparatus or radioactive material.	<ul style="list-style-type: none"> Where a radiation source is or has been out of control. This includes situations where, for example, the source is not safely secured or shielded, or contamination is not confined Where an ionising radiation apparatus, sealed source, or sealed source apparatus is or has been damaged or has malfunctioned, in a manner that could result in a person receiving a higher radiation dose than would be received under normal circumstances Where a surface, substance or material is or has been contaminated by radioactive material in excess of: <ol style="list-style-type: none"> 1 kBq within any square metre in the case of alpha-emitting radioactive material, or 1 MBq within any square metre in the case of beta-emitting or gamma-emitting radioactive material 	Within 14 days of becoming aware of the incident		HSW Team or nominated responsible person	Complete and lodge a Radiation incident report form by email to Radiation.Safety@health.vic.gov.au

Legislation	What type of incidents must be reported	Reporting timeframe	Reporting details	Responsibility for reporting	Documentation requirements
	<ul style="list-style-type: none"> Any observable radiation injury 	On becoming aware of an observable radiation injury	Initially by telephone to the Department's Radiation Team 1300 767 469	HSW Team or nominated responsible person	Within 14 days, complete and lodge a Radiation incident report form by email to Radiation.Safety@health.vic.gov.au
	<ul style="list-style-type: none"> A worker or a member of the public has or may have received an unplanned or abnormal exposure to ionising radiation, other than a justified medical exposure, exceeding 1 mSv total effective dose. 	Within 14 days of becoming aware of the incident		HSW Team or nominated responsible person	Within 14 days, complete and lodge a Radiation incident report form by email to Radiation.Safety@health.vic.gov.au
<p>A management licence holder authorised to:</p> <p>a) possess a sealed source, sealed source apparatus or radioactive material; or</p> <p>b) transport radioactive material.</p>	<ul style="list-style-type: none"> A transport accident involving radioactive material where there has been damage or possible damage to containers which contain a sealed source, sealed source apparatus or radioactive material. A transport accident involving radioactive material where there has been a spill or release of radioactive material into the environment. 	A transport accident involving radioactive material where there has been a spill or release of radioactive material into the environment	Initially by telephone to the Department's Radiation Team 1300 767 469	HSW Team or nominated responsible person	Within 14 days, complete and lodge a Radiation incident report form by email to Radiation.Safety@health.vic.gov.au