



Workplace Health and Safety Incident/ Accident Reporting Procedure

1. Policy Statement

This procedure sets out the steps involved in identifying, managing and reporting an injury, work or school related illness, serious electrical incident, dangerous electrical event or dangerous incident.

2. Scope

This procedure applies to all people engaged with the College including employees, students, contractors, persons conducting a business or undertaking, visitors and members of the community.

2.1 Authority

Clayfield College Council

Principal

All staff and contractors

Workplace Health and Safety Officer

Immediate Supervisor

2.1.1 The Principal

The Principal is responsible for ensuring the effective administration of the WHS Management System including the reporting of all incidents and accidents within the areas of their responsibility.

2.1.2 All Staff and Contractors

All staff and contractors must report all incidents, potential hazards and near misses, even if no actual injury or harm occurs.

2.1.3 Workplace Health and Safety Officer

- Reviews the record of the injury, incident or hazard
- Enacts the Workers Compensation Procedure and Rehabilitation procedures, where required and coordinate the rehabilitation of an injured employee.
- Ensures the prescribed form is completed and that the Regulator is notified according to regulations in the event of a notifiable incident
- Co-ordinates an investigation and/or risk assessment, where appropriate.

2.1.4 Immediate Supervisor

- Immediately notifies the Principal if there is serious injury or illness.

- Ensures completion of the incident record and report form within one working day of the incident.
- Ensures the incident scene (if a notifiable event) is secured and not interfered with unless the Regulator has provided permission.
- Co-ordinates an investigation and/or risk assessment, where appropriate.

2.2 Affiliated Authority

The following legislation, awards and agreements apply:

- Work Health and Safety Act 2011
- Work Health and Safety Regulation 2011
- Electrical Safety Act 2002
- Electrical Safety Regulations 2002

3. Definitions

3.1 Near Miss: an unplanned event that did not result in injury, illness, or damage – but had the potential to do so.

3.2 Minor Injury: an injury that requires minimal first aid treatment only e.g. splinter, minor cut or abrasion etc.

3.3 Lost Time Injury: an injury that results in an absence from usual operations e.g. work or school

3.4 Serious Injury or Illness: an injury or illness requiring the person to have:

- immediate treatment as an in-patient in a hospital;
- immediate treatment for:
 - the amputation of any part of the body
 - a serious head injury
 - a serious eye injury
 - a serious burn
 - the separation of his or her skin from an underlying tissue (e.g. degloving or scalping)
 - a spinal injury
 - the loss of a bodily function
 - serious lacerations;
- Medical treatment within 48 hours of exposure to a substance and any other injury/illness prescribed under a regulation but not an illness or injury of a prescribed kind.

3.5 Dangerous Incident: an incident that exposes a worker or any other person to a serious risk to a person's health or safety emanating from an immediate or imminent exposure to:

- 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 or 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 any shoring supporting an excavation
- the inrush of water, mud or gas in workings, in an underground excavation or tunnel
- the interruption of the main system of ventilation in an underground excavation or tunnel
- any other event prescribed by the regulations, but does not include an incident of a prescribed kind.

3.6 Serious Electrical Incident: an incident involving electrical equipment if, in the incident:

- a person is killed by electricity
- a person receives a shock or injury from electricity, and is treated for the shock or injury by or under the supervision of a doctor
- a person receives a shock or injury from electricity at high voltage, whether or not the person is treated for the shock or injury by or under the supervision of a doctor

3.7 Dangerous Electrical Incident: is any of the following:

- the coming into existence of circumstances in which a person is not electrically safe, if
 - the circumstances involve high voltage electrical equipment
 - despite the coming into existence of the circumstances, the person does not receive a shock or injury
- the coming into existence of both of the following circumstances
 - if a person had been at a particular place at a particular time, the person would not have been electrically safe
 - the person would not have been electrically safe because of circumstances involving high voltage electrical equipment
- an event that involves electrical equipment and in which significant property damage is caused directly by electricity or originates from electricity;
- the performance of electrical work by a person not authorised under an electrical work license to perform the work;
- the performance of electrical work by a person if, as a result of the performance of the work, a person or property is not electrically safe;
- the discovery by a licensed electrical worker of electrical equipment that has not been marked as required under the Act

3.8 Notifiable Incident: any serious injury or illness, work/school related illness, serious electrical incident, dangerous electrical event or dangerous incident.

3.9 First Aid: is the initial treatment for an injury which is normally given by a first aid officer or the first responder.

4. Reporting Procedure

4.1 Internal Reporting Procedure

All incidents involving staff, students, contractors, volunteers and visitors that occur on the College campus, during College-related activities (e.g. sports, excursions) or during travel to and from the College that require more than basic First Aid must be reported as soon as practical after the occurrence to the Registered Nurse and/or senior staff member (as detailed in Appendix A). This is done through the online Risk Register/Incident Accident Report Form. The Risk Register is to be completed by either the injured person, the nurse, an immediate supervisor or a responsible adult who witnessed the incident. It is accessed via this link, <https://clayfield.riskalert.com.au/auth/login> or the College website.

The incident severity table, detailed in Appendix A, describes the types of injuries associated with each severity level (low, moderate, high or critical) and identifies which staff members are to be notified about an incident. For all moderate, high and critical-severity incidents, parents must be notified as soon as possible by either the Registered Nurse or a senior staff member. For low-severity incidents, if deemed necessary, the Registered Nurse may contact parents to inform them of an incident of which they should be made aware. A record of first aid must be completed for injuries requiring treatment.

A full investigation, if required, will be conducted as soon as possible after the incident by the School's Workplace Health and Safety Officer (WHSO). Findings of the investigation will be made available to relevant staff. Where a hazard has been identified, the online Hazard Report section of the Risk Alert should also be completed. Any action items identified in the investigation are

recorded using the Investigation Report form. The WHSO maintains a record of all reported incidents, associated investigations and resulting actions.

All incidents must be reported in the quarterly statistics. For injuries involving staff or volunteers which require medical treatment or result in lost time Work Cover should be notified.

4.2 External Reporting Procedure

When a notifiable incident occurs, the notice is to be submitted on the Government prescribed form that can be completed online or downloaded from the Queensland Work Safe website. The Regulator must be notified immediately after becoming aware that a notifiable incident has occurred. The notice must be given by the fastest possible means. The notice must be given by telephone or

in writing. A person giving notice by telephone must

- provide the details of the incident requested by the Regulator; and
- if required by the Regulator, give a written notice of the incident within 48 hours of that requirement being made.

If the Regulator receives a notice by telephone and a written notice is not required, the Regulator must respond with

- details of the information received; or
- an acknowledgement of receiving the notice.

A written notice must be in a form, or contain the details, approved by the regulator. A record of each notifiable incident must be kept for at least 5 years from the day that notice of the incident is given to the Regulator.

4. 3 Securing the Accident Scene

In the case of a notifiable incident, the WHSO, a Senior member of staff or a responsible person at the scene at which the notifiable incident has occurred must ensure so far as is reasonably practicable, that the site where the incident occurred is not disturbed until an inspector arrives at the site or until directed by the inspector. A site includes any plant, substance, structure or thing associated with the notifiable incident. This does not prevent any action:

- to assist an injured person
- to remove a deceased person
- that is essential to make the site safe or to minimise the risk of a further notifiable incident
- that is associated with a police investigation
- for which an inspector or the regulator has given permission.

5. Incident/ Injury Management Procedure

5.1 Low Risk Incidents

- The person first made aware of the incident administers first aid within the limits of their skill, expertise and training or the injured person is accompanied to the Nurse
- In the event of the injured person being a student, parents are contacted
- A record of first aid is completed for injuries requiring treatment.

5.2 Moderate, High and Critical Incidents

The nature and severity of the incident/injury determines the management procedure enacted. In moderate risk situations the person first made aware of the incident administers first aid within the limits of their skill, expertise and training if necessary. The Nurse is notified and attends the injured person or the injured person is accompanied to the Nurse who administers first aid. In the event that further treatment is required the person is directed to see a doctor/ parents are contacted and transport student to the doctor/ an ambulance is called.

In the event of a high or critical risk incident involving serious injury the following guidelines should be followed:

- if safe to do so, clear the area of any dangers/hazards that may pose a risk to the injured person
- do not move the patient unless the area cannot be safely cleared of dangers/hazards
- perform First Aid within the limits of skill, expertise and training
- call the Nurse to the accident and call an ambulance
- notify Principal or member of the Senior Leadership Team and the WHSO

The Principal, or his/her delegate, will notify all relevant personnel of the incident (parents, family). Ensure that all relevant details are recorded after the emergency.

6. Procedure Administration

In accordance with the PMSA Policy Management Framework this procedure is authorised by the Principal before being presented to the Clayfield College Council for approval. It will be reviewed twelve months from the date of the approval shown in the register below. Notwithstanding the schedule review, should any circumstance change materially before the 12-month review period, the procedure will be immediately reviewed in order to maintain appropriate accuracy, relevance and authority.

6. Context and References

Incident Accident Reporting Procedure No. 12.4 Version 3.1 2017 4

7. Review and Version Control Register

Version	Authorised by	Approval Date	Effective Date	Change History/ Superceded Documents	Next Review Date
1.0	Andrew Cousins				

Contact Officer: Principal

APPENDIX A: Incident Severity Matrix

Incident Severity	LOW	MODERATE	HIGH	CRITICAL
Notification & Incident Reports to:	<input type="checkbox"/> Nurse <input type="checkbox"/> WHS Officer	<input type="checkbox"/> Nurse <input type="checkbox"/> WHS Officer <input type="checkbox"/> HOD/HOH <input type="checkbox"/> Business Manager	<input type="checkbox"/> Principal / Deputy Principal <input type="checkbox"/> Business Manager <input type="checkbox"/> Nurse <input type="checkbox"/> HOD/HOH <input type="checkbox"/> WHS Officer <input type="checkbox"/> Chair of Clayfield College Council	<input type="checkbox"/> Principal / Deputy Principal <input type="checkbox"/> Business Manager <input type="checkbox"/> Nurse <input type="checkbox"/> HOD/HOH <input type="checkbox"/> WHS Officer <input type="checkbox"/> Chair of Clayfield College Council
Student Incident	<input type="checkbox"/> First Aid Injury No absence from School or classes. Superficial or school based first aid. e.g. minor sprains/ strains, bumps/ bruises; cuts/ minor abrasions. In some cases medical advice may be sought through referral to a General Practitioner or to a medical centre.	<input type="checkbox"/> Injury requiring medical treatment Medical treatment by a Registered Medical Practitioner, which is beyond the scope of normal first aid. e.g. minor back, head or neck injuries, burns, fracture/dislocation, or lacerations. May involve some loss of work/school time and/or a return to work/school plan.	<input type="checkbox"/> Serious Injury Serious injury or illness requiring hospitalisation and resulting in an inability to attend School. E.g. Concussion, serious burn, anaphylaxis, major fracture <input type="checkbox"/> Any event or circumstance that could have a likelihood of one or more deaths.	<input type="checkbox"/> Fatality / Permanent injury Serious injury or illness resulting in long term hospitalisation, permanent injury or death. <input type="checkbox"/> Multiple fatalities or injuries. <input type="checkbox"/> Any incident defined in applicable Legislation (<i>WHS Act</i>) as an immediately notifiable incident, serious injury or illness or a dangerous occurrence. <input type="checkbox"/> Incident where a large-scale investigation will occur by external government authority such as WorkSafe QLD. e.g. Amputation, coma, disfigurement (including burns), death.
Employee, Contractor, Member of Public or Volunteer Incident Injuries sustained in Motor Vehicle Accidents: includes driving during work and commuting to and from work.	<input type="checkbox"/> First Aid Injury No absence from work. Superficial or first aid injury Superficial or school based first aid. e.g. minor sprains/ strains, bumps/ bruises; cuts/ minor abrasions.	<input type="checkbox"/> Injury requiring medical treatment Medical treatment by a Registered Medical Practitioner, which is beyond the scope of normal first aid; E.g. back injuries, burns, fractures, and serious lacerations. Does not incur lost time, but may require the development of a return to work plan.	<input type="checkbox"/> Serious Injury Any work-related injury or illness resulting in an inability to work for at least one full day or shift anytime following the day or shift on which the injury occurred. <input type="checkbox"/> Any event or circumstance that could have resulted in the high likelihood of one or more deaths.	<input type="checkbox"/> Fatality / Permanent injury To any worker, contractor or member of the public. <input type="checkbox"/> Multiple Fatalities or Multiple Lost Time Injuries. <input type="checkbox"/> Any incident defined in applicable Legislation (<i>WHS Act</i>) as an immediately notifiable incident, serious injury or illness or a dangerous occurrence. <input type="checkbox"/> Incident where a large-scale investigation will occur by external government authority such as WorkSafe QLD.