

**Title: Notifiable Incidents to WorkSafe Flowchart**

Issue Date: May 2012

Review Date: May 2014

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Incident at Workplace

Apply first aid and call **000**  
if required

Log the Incident in [eduSafe](#)  
(This can be done on behalf  
of the employee)

**Does the incident require notification to WorkSafe?**

Incidents must be notified to WorkSafe in the following circumstances:

- The death of a person;
- Medical treatment within 48 hours of exposure to a substance;
- Immediate treatment as an in-patient in a hospital (note: there is no requirement to notify WorkSafe under this provision where no treatment was provided e.g. medical diagnosis provided only);
- Immediate medical treatment for:
  - amputation;
  - serious head injury;
  - serious eye injury;
  - separation of skin from underlying tissue;
  - electric shock;
  - spinal injury;
  - loss of bodily function; and
  - serious lacerations.
- Collapse, overturning, failure, malfunction of or damage to plant that is required to be licensed;
- Collapse or failure of an excavation;
- Collapse of partial collapse of a building or structure;
- An implosion, explosion or fire;
- Escape, spillage or leakage of any substance; and
- The fall or release from a height from any plant, substance or object.

NO

Conduct Incident Investigation and implement controls/manage incident in [eduSafe](#)

YES

Call WorkSafe on **13 23 60** to obtain a reference number and preserve the site (refer to Hazard/Incident Reporting and Investigation Procedure, section 6.1.2.3 for further details).

Within 48 hours complete the WorkSafe Incident Notification Form. This form is accessible to principals & managers when the incident is assessed and managed in [eduSafe](#). [eduSafe](#) will populate parts of the form based on the incident details. Print & fax the completed WorkSafe Incident Notification form to **(03) 9641 1091**. If required the Incident Notification form can also be completed outside [eduSafe here](#).

Conduct Incident Investigation and implement controls

For further information contact the OHS Advisory Service **1300 074 715** or go the [Health, Safety and WorkSafe Website](#) or [WorkSafe – Guide to Incident Notification](#)