Title: Notifiable Incidents to WorkSafe Flowchart

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.

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/manage incident in eduSafe

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

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