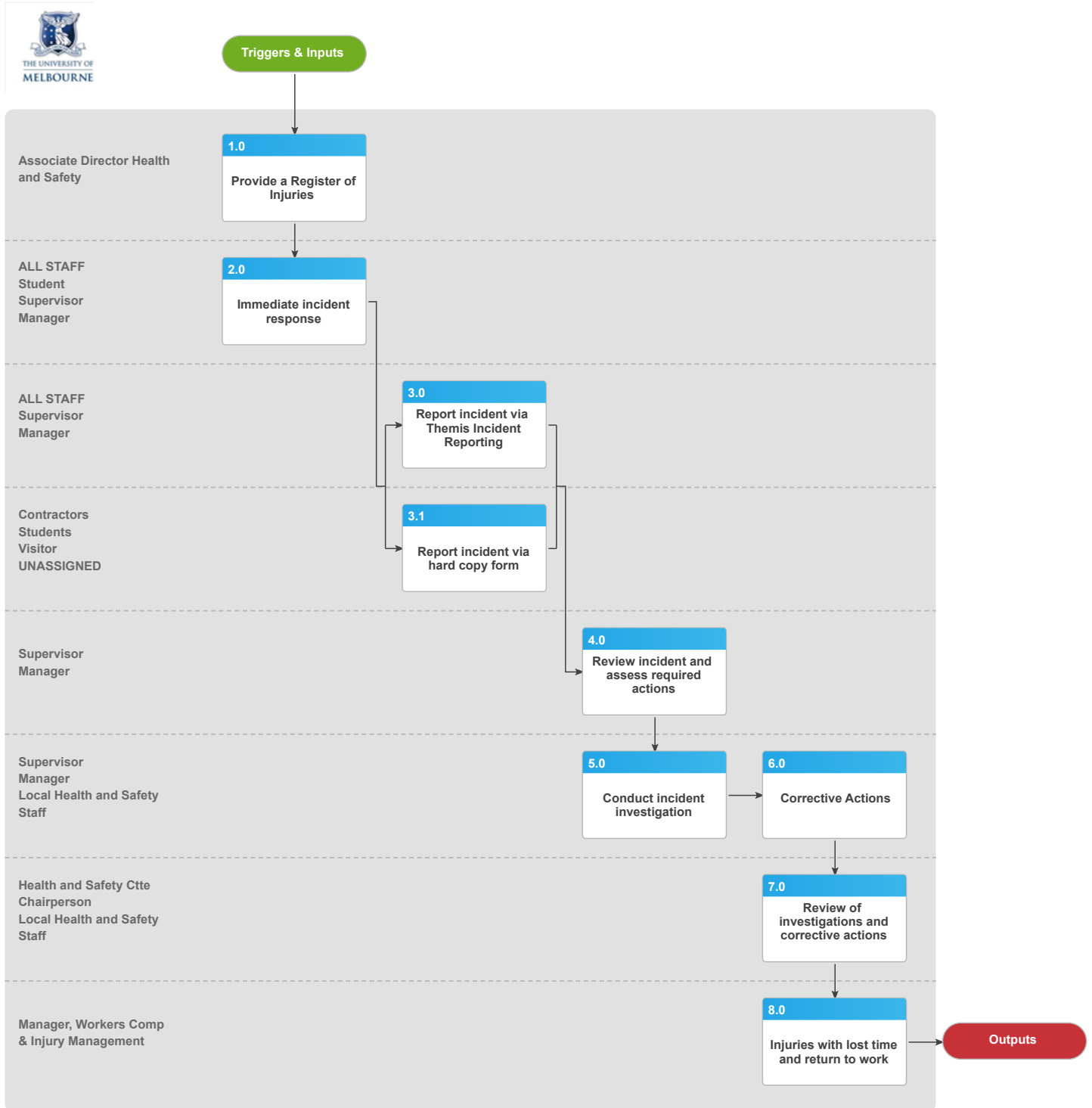


Reporting health and safety incidents, injuries and illnesses. [In Progress] v0.4



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Summary

Objective

Describes the process where staff, student and others can report work related:

Hazards
Near misses
Health and safety systems failures incidents
injuries
illnesses

Owner Stefan Delany


Expert Stefan Delany

Procedure

1.0 Provide a Register of Injuries

Associate Director Health and Safety

- a The AD Health and Safety will maintain a register of injuries in accordance with the requirements of the Workplace Injury Rehabilitation and Compensation Act 2013 (Vic)

 Incident Reporting Webpage
<http://safety.unimelb.edu.au/tools/incident/>

2.0 Immediate incident response

ALL STAFF, Student, Supervisor, Manager

- a Staff, students and others witnessing or first on scene to incident should apply immediate response actions:
 1. Protect your health and safety.
 2. Protect the health and safety of others.
 3. If necessary, provide aid to any injured persons involved in the incident.
 4. If necessary, call for a first aider.
 5. If necessary, call emergency services.
 6. If applicable, call campus security to coordinate access for emergency services on campus.
 7. If applicable, take essential action to make the site safe or to prevent a further incident.


NOTE Employee health and safety representative inspection

Employee health and safety representative may inspect an incident site following an incident, providing it is safety to do so.

- b Staff, students and other should take any essential action to prevent a further incident. This may include:
 - isolating energy sources
 - physically isolating incident site
 - commencing essential spill control
 - evacuating people from the incident site
- c Staff, students and others should preserve incident site, without limiting rescue or essential make safe actions, until any WorkSafe notification requirements are confirmed.


NOTE Preservation requirements

refer to Notifying safety regulators of significant incidents process for further information

 Safety_Bulletin_01_14_Incident_Reporting_Investigation.pdf

3.0 Report incident via Themis Incident Reporting

ALL STAFF, Supervisor, Manager

 Quick Reference Guide Entering an Incident Report in Themis

- a Staff and students with Themis access should report incidents via the Themis Incident Reporting system

3.1 Report incident via hard copy form

Contractors, Students, Visitor, UNASSIGNED

- a Students and others without Themis access should report incidents via the hard copy incident report form and provide the completed form to their supervisor.
- b Supervisor or nominee will enter the details of the form into Themis and attach a copy of the hard copy form.

4.0 Review incident and assess required actions

Supervisor, Manager

- a The supervisor or nominated recipient of a incident report will identify and record:
 - immediate actions taken to assist any persons injured during the incident
 - immediate actions taken to prevent reoccurrence of the incident
 - if a copy of the incident report has been provided to the HSR
 - if a copy of the incident report has been provided to Asset Services
 - severity of the incident
 - likelihood of the incident occurring or reoccurring
 - resultant risk rating of the incident
 - if an on-site incident investigation has been completed
 - if applicable, the members of the incident investigation team
 - planned actions to prevent reoccurrence of the incident
 - due date for completion of planned corrective actions.

5.0 Conduct incident investigation

Supervisor, Manager, Local Health and Safety Staff

- a When the supervisor assesses the risk rating of an incident, near miss, illness or injury to be medium, high or very high, they will facilitate a formal incident investigation
- b The investigation will identify any:
 - behavioural causes of the incident (substandard practices that caused the exposure to harm)
 - physical causes of the incident (substandard conditions that caused the exposure to harm)
 - management system deficiencies that led to behavioural or physical causes (absence or failure of process to adequately control substandard practices or conditions).
- c Incident investigations should commence within 48 hours or as soon as reasonably practicable after the supervisor is informed of the incident.
- d The supervisor will establish an incident investigation team, which may include:
 - local supervisor or manager (team leader)
 - persons involved in the incident and witnesses
 - HSR (if reasonably practicable)
 - local OHS practice expert or local OHS coordinator.

- e The supervisor or manager should act as the team leader and at least one team member should be trained in University of Melbourne incident investigation methodology
- f The incident investigation team must establish the facts, including circumstances leading up to the incident, and what happened during and after the incident. The team must gather and consider information including:
 - identified hazards
 - effectiveness of the existing risk assessments
 - effective of the existing risk controls
 - photos, sketches and other evidence from the site gathered during inspections and observations,
 - discussions with persons involved (or who are aware of possible contributing factors), and statements from witnesses
 - materials, equipment chemicals and substances involved
 - exact location and environmental conditions including lighting, weather, ventilation and floor conditions
 - exact time and date of the incident and other time factors (for example, shift changes, rest breaks, task duration, work time frames and deadlines)
 - sequence of events, before, during and after the incident, including any unusual events.
- g The team will document the investigation on an Incident investigation
- h The team leader will provide a copy of the completed incident investigation report to the local Health and Safety Committee and the local Health and Safety Staff Member.

6.0 Corrective Actions

Supervisor, Manager, Local Health and Safety Staff

- a The team will recommend corrective actions to eliminate or reduce the risk of a similar incident occurring, so far as is reasonably practicable.
- b The supervisor ensures that appropriate corrective actions are implemented, or that the recommended corrective actions are escalated to a person responsible for their implementation.
- c When implementing corrective actions, the supervisor must ensure that local personnel affected are consulted.
- d The supervisor will monitor progress on implementing corrective actions and record when implementation is finalised.

7.0 Review of investigations and corrective actions

Health and Safety Ctte Chairperson, Local Health and Safety Staff

- a The Department or Budget Division Health and Safety Committee Chairperson will ensure each incident report and investigation is reviewed and a person (usually the local Health and Safety Staff member) is nominated to review and report back to the committee on the effectiveness of the implemented control measures.

8.0 Injuries with lost time and return to work

Manager, Workers Comp & Injury Management

- a The Manager Workers Compensation and Injury Management will ensure all lost time injuries are reviewed by the Return to Work staff. Where appropriate the Return to Work staff will contact the injured staff member and the supervisor to commence Return to Work processes.

Triggers & Inputs

TRIGGERS

Starts	Frequency	Volume
Incident occurs	ad hoc	approximately 1100 per year

INPUTS

None Noted

Outputs & Targets

OUTPUTS

Output	To Process	How Used
Incident report (Themis)	Workers compensation and return to work	Assists in determining liability for claim
Notification to regulator	Notifying safety regulators of significant incidents	Incident information is used to assess regulatory notification requirements

PERFORMANCE TARGETS

None Noted

RACI

RESPONSIBLE

Roles that perform process activities

ALL STAFF, Associate Director Health and Safety, Contractors, Health and Safety Ctte Chairperson, Local Health and Safety Staff, Manager, Manager, Workers Comp & Injury Management, Student, Students, Supervisor, Visitor

ACCOUNTABLE

For ensuring that process is effective and improving

Process Owner Stefan Delany

Process Expert Stefan Delany

CONSULTED

Those whose opinions are sought

STAKEHOLDERS

Deans, Director, Students

STAKEHOLDERS FROM LINKED PROCESSES

None Noted

INFORMED

Those notified of changes

All of the above. These parties are informed via dashboard notifications.

Systems

Themis

Process Approval

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