

The *Occupational Health and Safety Act 2004* (Vic) requires high consequence injuries and incidents that occur in work places to be reported to WorkSafe Victoria immediately. At the University of Melbourne this incident notification is performed by health and safety staff. However, local supervisors have a critical role in ensuring the timely notification of serious injuries and incidents to health and safety staff.

If a **death, serious injury**, or an **incident that exposes a person in the immediate vicinity to an immediate health and safety risk** occurs at a University of Melbourne campus, a University of Melbourne controlled entity or whilst undertaking any University-sanctioned activity the supervisor must contact a Health and Safety Business Partner immediately after attending to any injured person(s).

During business hours contact the Health and Safety Business Partner of the relevant location/area concerned or the Parkville Campus Security Control Room. For the list of Health and Safety Business Partners refer to: <http://safety.unimelb.edu.au/people/community/local-contacts>.

During out of business hours contact the Parkville Campus Security Control room on:

03 8344 6666 or extension 46666

The Health and Safety Business Partner shall assess the incident details and determine if the incident requires notification to WorkSafe Victoria and, if necessary, complete the notification.

Incidents that require immediate notification to WorkSafe include:

Incidents that result in death or serious injury

Serious injuries include an injured person requiring:

- a. medical treatment within **48 hours of exposure to a substance**
- b. immediate treatment as an **in-patient in a hospital**
- c. immediate medical treatment for:
 - i. **amputation**
 - ii. **serious head injury**
 - iii. **serious eye injury**
 - iv. **separation of skin from underlying tissue** (for example de-gloving or scalping)
 - v. **electric shock**
 - vi. **spinal injury**
 - vii. **loss of bodily function** (for example loss of a sense or loss of function of a limb)
 - viii. **serious lacerations**

Incidents that expose a person to immediate risk to health or safety

These include exposing a person in the **immediate vicinity** to an **immediate health or safety risk** through an incident, including:

- a. **collapse, overturning, failure or malfunction of, or damage** to plant that is required to be licensed or **registered** (eg lift, crane, pressure vessel, hoist)
- b. **collapse or failure of an excavation** or of any shoring supporting an excavation;
- c. **collapse or partial collapse** of a **building or structure**;
- d. **implosion, explosion or fire**;
- e. **escape, spillage or leakage of any substance** including dangerous goods;
- f. **fall or release from a height** of any plant, substance or object;

Please note: Other additional Faculty/Divisional arrangements may also apply for incident reporting.