

# SAFETY BULLETIN

## Incident and Hazard Reporting and Investigation

Safety Bulletin 17-01

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### Introduction

The University strives to ensure the health and safety of its employees, students, contractors, visitors and others as far as is reasonably practicable.

All health and safety incidents and hazards that occur in the course of University business must be reported. This is crucial to assist the University to understand, investigate and manage risks to its people, property and environment.

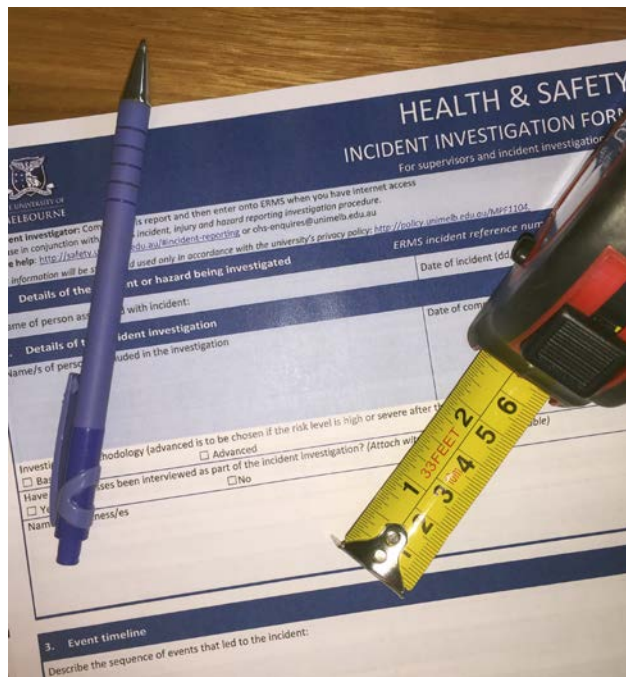
Some potentially high consequence incidents require immediate notification by health and safety employees to regulators such as WorkSafe Victoria. Serious consequences may apply if this requirement is not met.

A health and safety hazard is a source or a situation (including dangerous occurrences and systems failures) with a potential for harm in terms of human injury or ill health, damage to property, damage to the environment, or a combination of these.

A health and safety incident is an unplanned event (including dangerous occurrences and systems failures) resulting in, or having a potential for injury, ill health, damage or other loss.

Health and safety incidents include:

- Injuries or illnesses
- Incidents or near misses
- Property loss or damage
- Environmental damage



### Key Regulatory Requirements

The *Occupational Health and Safety Act 2004* (Vic) requires employers to, so far as reasonably practicable, to provide a safe workplace.

The *Workplace Injury Rehabilitation and Compensation Act 2013* (Vic) requires employees to report work-related injuries and illnesses to an employer, and for the employer to maintain a register of injuries.

### Incident Reporting

Employees, students, contractors, visitors and others are required to report any health and safety incident and/or hazard to their local supervisor or the manager of the work area as soon as reasonably practicable. The incident should be reported via the University electronic incident and hazard reporting system.

An [Incident report](#) or [Hazard report](#) forms are available for circumstances when the electronic system is not accessible.

High consequence incidents should be reported immediately, and other incidents should be reported within 24 hours of becoming aware of the incident, injury or illness. For more information about high consequence incidents, refer to [Safety Bulletin 02-17 Serious Injury and Incident Notification](#).

### Responding to an incident if a person(s) is injured

1. Protect your health and safety;
2. Protect the health and safety of others;
3. Provide aid to any injured persons involved in the incident (if necessary);
4. Call for first aider (if necessary);
5. Call emergency services (if necessary);
6. Call campus security to coordinate access for emergency services on campus (if necessary);
7. Take essential action to make the site safe or to prevent a further incident (if applicable).

## Responding to an incident if there is no injury or after assisting the injured person(s)

1. Isolate the incident site or take essential action to prevent a further incident.
2. Confirm if the incident requires immediate notification to WorkSafe (you can refer to [Safety Bulletin 02-17 Serious Injury and Incident Notification](#) for guidance on the types of incidents to which this applies).
3. If immediate notification is not required, restore site or commence repair work to make the site permanently safe.
4. If immediate notification to a regulator may be required, contact health and safety business partner or Security on 8344 6666.

## Health and Safety Representative Involvement

An elected employee Health and Safety Representative for a designated work group may inspect the workplace immediately following an incident occurring, providing it is safe to do so.

## Supervisor Responsibilities

Incident reports are normally received by the reporter's supervisor. If the reporter's usual supervisor is not the best person to receive the incident report, the reporter can change the recipient to another employee with management responsibility.

The nominated recipient is required to acknowledge the incident report.

If the incident risk rating is medium, then the supervisor must ensure that an incident investigation is completed. The investigation is normally undertaken by an incident investigation team. If the incident is high to extreme then the incident must be investigated by an incident investigation team. The team must also include a member who has completed ICAM (Incident Cause Analysis Method) training. Also referred to as advanced training.

### Incident Investigation Teams - Requirements and Responsibilities

The Incident Investigation Team may include the following participants:

- Local supervisor or manager (team Leader)
- Persons involved in the incident and witnesses
- Health and safety representative (if reasonably practicable) or other representative
- Local Health and Safety Business Partner
- Person with ICAM training (must be included for incidents assessed as high to extreme)

The supervisor normally acts as the team leader. At least one team member should be trained in University of Melbourne Incident Investigation methodology.

The incident investigation team establishes the facts of circumstances leading up to the incident, during the incident and after the incident, by gathering and considering information including the effectiveness of the existing risk assessments and risk controls. More detailed advice on what to investigate is available from [Health & Safety: Incident, injury, hazard reporting and investigation requirements](#).

The incident investigation team must recommend corrective actions to eliminate or reduce the risk of reoccurrence of a similar incident so far as is reasonably practicable.

The incident investigation team leader must ensure that the completed incident investigation report is made available to the local health and safety committee and the Local Health and Safety Business Partner for the Division.

The supervisor is responsible for ensuring that appropriate corrective actions are implemented or that the recommended corrective actions are escalated to a person responsible for implementation.

The supervisor is required to ensure that when corrective actions are being implemented, the local personnel affected are consulted about the corrective actions.

The supervisor is required to monitor progress of implementation of corrective actions and record when implementation of corrective actions are finalised.

## Health and Safety Committee Responsibilities

The Divisional health and safety committee (or if applicable, the local health and safety committee) is required to review incident investigation reports completed by incident investigation team leaders.

The health and safety committee is required to nominate a person (usually the Health and Safety Business Partner) to review and report back to the committee on the effectiveness of the implemented control measures.

## Further Help

- [Incident and hazard reporting](#) web site
- The [Local Health and Safety Business Partner](#)
- Process:
  - Health & Safety – Report, record and investigate an incident
  - Health & Safety – Respond to an incident
  - Health & Safety – Notify an incident to WorkSafe