

# HSE Incident Reporting

HSE-INFO-006

***This Information Sheet provides information about HSE Incident Reporting which applies to all JCU staff, Students and Contractors***

## **Purpose**

This Health, Safety and Environment (HSE) Alert has been released to provide information about the requirements for reporting an incident, hazard, serious injury, illness or dangerous event.

## **Incident Reporting**

A work related incident, injury or illness must be reported in RiskWare (JCU online Risk Management system). However contractors do not have access to this system therefore they must report to their JCU Representative as soon as possible.

There have been several incidents recently reported outside of the reporting timeframes within legislation and JCU requirements.

All incidents must be reported to avoid a recurrence, and to manage an injury or illness that could escalate if left untreated. There is also a legal requirement to report certain types of incidents under the Work Health & Safety Act 2011 as well as employment requirements detailed in JCU Policies and Procedures.

The HSE Unit is currently drafting a new HSE-PRO-014 Incident & Hazard Management Procedure that will be available later this year.

## **Hazard Reporting**

A hazard is anything that poses the potential for harm, injury or ill-health to a person or damage to plant or equipment. If a hazard is identified before an incident occurs, you must try to eliminate it or at least reduce the likelihood and/or consequences of an incident occurring. Reporting a hazard is a proactive approach to managing your safety and the safety of others.

## **Who can report a hazard?**

Any JCU staff, Student or Contractor can report a hazard.

## **How to report a hazard**

Immediately inform your supervisor, lecturer or JCU Representative and they will decide whether to log it in RiskWare or submit a MEX maintenance request. If you are in doubt whether a hazard needs to be reported in RiskWare please contact [safety@jcu.edu.au](mailto:safety@jcu.edu.au).

## **Notifiable Incidents**

A Notifiable Incident is an incident that arises out of the conduct of a business or undertaking; that results in the death, serious injury or serious illness of a person, or

involves a dangerous incident and therefore needs to be reported to Workplace Health and Safety Queensland (WHSQ).

*Examples of a serious injury or illness of a person:*

The Work Health and Safety Act 2011 and the Safety in Recreational Water Activities Act 2011 define a serious injury or illness of a person. Some examples are: an injury or illness requiring the person to have immediate treatment as an in-patient in a hospital, or immediate treatment for serious injuries (such as amputation of any body part or a serious head or eye injury), or medical treatment by a doctor within 48 hours of exposure to a substance. Also some specific types of infections or diseases contracted at the workplace.

Further information on [serious and dangerous incidents](#) and [electrical incidents](#) can be found on the Work Safe QLD website.

### **Who is notified?**

When the incident is deemed notifiable the full details must be reported to Workplace Health and Safety Queensland (WHSQ) who then review the incident and advise if further investigation is required either by them or by JCU.

### **Who is responsible for notifying?**

It is essential that the people involved, including any witnesses, report the details of the incident to the appropriate person (e.g. supervisor, manager, lecturer or JCU Representative). The JCU HSE Unit provides critical details of the incident to WHSQ. JCU also has a responsibility to report Contractor Notifiable Incidents. This is a separate report to WHSQ and the Contractor still needs to report notifiable incidents to WHSQ in this situation.

### **Requirement for Non Disturbance of Incident Site**

If the event is deemed notifiable the site where the incident occurred must not be disturbed. This includes any plant, substance, structure or thing associated with the notifiable incident. However there are specific situations where it is reasonable to disturb the site as advised by WHSQ, for example: to assist an injured person; to remove a deceased person, if it is essential to make the site safe or to minimise the risk of a further notifiable incident; if required for a police investigation; or if an inspector or WHSQ has given permission either in person or by telephone.

### **Action Required**

The person with management control of a workplace at which a notifiable incident has occurred (the Responsible Person) must complete a RiskWare incident action plan and assist in the investigation process.

### **Investigation**

The Responsible Person starts the investigation process as part of the action plan. The HSE Unit can assist the Responsible Person with the investigation. A WHS Advisor from the JCU HSE Unit will automatically be appointed as lead investigator for all Notifiable Incidents.

## Timeframes

24 hours, from being notified	Reporting Notifiable Incident to WHSQ
Within 2 days	Reporting Incident to Supervisor/ Lecturer JCU Representative
Within 2 working days	Log all Incidents on RiskWare
21 days	Create Action Plan, investigate and complete action items in RiskWare
1 Week	Investigate Notifiable Incident
3 Months	Close Notifiable Incident

## RESOURCES

Further information can be found in the [Work Health and Safety Act 2011](#) (part 3) and on the [Work Safe QLD](#) website.

To be involved in the consultation process for the HSE-PRO-014 Incident & Hazard Management Procedure please email [safety@jcu.edu.au](mailto:safety@jcu.edu.au)

[Information and login for RiskWare](#) is accessible via the JCU website in the Staff section.

### Further information:

**Health, Safety & Environment Unit (Cairns):**  
Phone - 07 423 21219  
Email – [safety@jcu.edu.au](mailto:safety@jcu.edu.au)

**Health, Safety & Environment Unit (Townsville):**  
Phone - 07 478 15290