SAFETY & WELLBEING ONLINE HAZARD/INCIDENT REPORTING GUIDE

Benefits of Prompt Incident Reporting

- ✓ Triggers early intervention and facilitates UniSA's injury management processes.
- ✓ Assists UniSA to comply with statutory reporting requirements.
- ✓ Triggers the investigation process to ensure risk is controlled to prevent a recurrence.
- ✓ Provides automatic notification to UniSA Insurance where applicable.
- ✓ Triggers notification to senior managers in the case of a serious incident.

Who is Responsible to Report?

- ○ A staff member involved in an incident; OR if they are unable to do so; another staff member on their behalf.
- ○ A staff member on behalf of a student, contractor or other person.
- ○ A Security Officer where in attendance to provide immediate assistance who has agreed to report on the person's behalf.
- ○ A staff member who has identified a hazard that cannot be rectified quickly or safely.

REPORT TYPE DEFINITIONS:

Hazard:
A situation or object that has the potential to harm a person, the environment or cause damage to property. Hazards may include, but are not limited to, physical hazards that could cause a trip or fall, noisy or unguarded machinery, chemicals, electricity, work at heights, a repetitive task or poorly designed workplace/workstation.

Near Miss:
An incident that could have resulted in injury or illness to a person, danger to health and/or damage to property or the environment but did not.

Injury/Illness:
An incident that has caused bodily harm to a person.

Event:
A significant critical incident involving multiple people - injury/illness may not have occurred or may not be known at the time of reporting. Some examples include: an uncontrolled explosion; fire; flood; food poisoning; structural collapse; natural disaster; act of terrorism. An event may have duration (start and finish) where circumstances/effects occur over a period of time i.e. a fire that continues for multiple hours.

Fatality:
An incident that has led to the death of a person.

CLICK HERE to access the online Hazard/Incident Reporting & Investigation System. Further guidance: 'Incident/Hazard Reporting and Investigation Procedure'

[REFER TO THE TABLE BELOW FOR FURTHER DETAILED GUIDANCE]

HEALTH & SAFETY ONLINE HAZARD/INCIDENT REPORTING GUIDE

Online Hazard/Incident Reporting & Investigation System				
What do we need to report in the system?	**Definition**	**Why do we need to report in the system?**	**By Whom?**	**By When?**

1. Notifiable Incidents	An incident resulting in:
	- the **death of a person**;
	- **serious injury or illness** *(requiring admission as an in-patient in a hospital)*; or
	- a **dangerous occurrence** *(a person is exposed to a serious risk from immediate or imminent exposure to a hazard)* arising out of the conduct of university business or undertaking.
	
	This includes notifiable incidents involving all person types i.e. staff, student, contractor, visitor, member of the public or other.
	
	DEFINED NOTIFIABLE CRITERIA
	Safe Work Australia outlines the most serious safety incident types that must be notified to the Regulator.
		• **Medical Treatment** – A submitted injury report triggers early intervention and facilitates UniSA's injury management processes, including approval of hospital treatment in some cases, incident debriefing or counselling, to assist an injured/ill employee return to pre-injury status at the earliest opportunity.
		
		• **Legislative Compliance –** assists the university comply with statutory reporting requirements to:
		  • SafeWork SA – WHS legislation
		  • Office of the Technical Regulator – Electric shock or electrical incident
		  • Environmental Protection Agency – Pollution incident.
		An automated email notification to the Safety & Wellbeing team is triggered when the report is submitted and allows the team to determine if incident circumstances meet notification criteria for statutory reporting.
		
		• **Investigation –** To trigger the investigation process and take immediate compliance action to secure the site of the incident so that it is not disturbed until a SafeWork SA inspector attends or directs otherwise.
		The investigation process includes identification of corrective action required to prevent a recurrence. *(Key Performance Measure = investigation report submission within 5 business days of the incident occurring).*
		
		• **Insurance -** University Insurance Policy requirements.
		To trigger an automated notification to the University Insurance Office that allows the Insurance team meet reporting requirements to the Insurer as soon as practical (**within 24 hours for significant Events**). Reporting requirements may include injury to students, contractors, members of the public and visitors; property damage.
		
		• **Media -** To ensure the appropriate senior managers are informed of serious incidents that may be reported in the media to minimise impact on business continuity and reputation.
		
		• **Record Management** – Notifiable Incident records must be maintained for a period of five years from the date of notification. Records allow data to be analysed to identify the nature and severity of injuries, trends and the need for specific programs to eliminate/control risk.
			• **The staff member involved**, OR if they are unable to do so,
			• **a staff member on their behalf** are to report the incident in to **the Unisafe online system**; OR
			• **Security staff** where in attendance to provide immediate assistance and agreement made to log the report on the person's behalf into **Unisafe**.
			• **The Safety and Wellbeing team** are responsible for reporting notifiable incidents to **SafeWork SA** or other regulatory body.
				Report immediately to the responsible manager & the Safety & Wellbeing Team after becoming aware of an incident; and log details as soon as practicable and within 48 hours of the occurrence *(Incident Reporting Key Performance Measure).*

What do we need to report in the system?	Definition	Why do we need to report in the system?	By Whom?	By When?
2. **Contractor incidents**	a) A **hazard**, **near miss** or **injury** to a contractor where the university has management or control of the workplace (E.g. cleaning, maintenance/repair, security, consultants, minor works either engaged by FMU or by a Unit).	• **Investigation** – To trigger the investigation process and identification of corrective action required to prevent a recurrence. • **Insurance** - University Insurance requirements – refer to dot point 4, page 1 above. • **Record Management** – Incident reports must be maintained in accordance with the SA Govt. General Disposal Schedule No.34. Records allow data to be analysed to identify the nature and severity of injuries, trends and the need for specific programs to eliminate/control risk.	• **University Contract Supervisor**; OR • **Campus Facilities Coordinator**; OR • **A staff member**; OR • **Security staff** where in attendance to provide immediate assistance and agreement made to log the report on the person's behalf.	Report immediately to the responsible manager after becoming aware of an incident; and log details as soon as practicable and within 48 hours of the occurrence.
	b) For a University project managed by a Principal Contractor (PC), a notifiable **serious injury/illness** or **dangerous occurrence** has occurred.	• **Legislative Compliance** – to follow up that the PC immediately notifies the Regulator, and the University has a formal record of the incident. • **Insurance** – as above. • **Media** – as above. • **Investigation** – to ensure the PC provides the University with a formal investigation report including action taken. • **Record Management** – as above.	• **Security staff** where in attendance to provide immediate assistance and agreement made to log the report on the person's behalf. • **The first staff member in attendance** where an incident involves a visitor or member of the public. • **University Contract Supervisor**; OR • **A delegated staff member**. **Note:** The University Project Manager must be notified of the incident immediately and noted as the Incident Investigator in UniSAfe	
3. **Incidents involving staff, students and others.**	A **hazard**, **near miss, injury** or **event** arising out of the conduct of university business or undertaking.	• **Medical Treatment** (staff) – A submitted injury report triggers early intervention and facilitates UniSA's injury management processes, including approval of hospital treatment in some cases, incident debriefing or counselling, to assist an injured/ill employee return to pre-injury status at the earliest opportunity. • **Early Intervention** (students) – initiates early referral to appropriate expert personnel for advice (i.e. student counsellors) or medical assistance (UniSA medical health clinic/hospital) as required. • **Investigation** – The investigation process includes identification of corrective action required to prevent a recurrence. • **Insurance** – as above. • **Record Management** – as above.	• **The staff member involved,** OR if they are unable to a **staff member on their behalf**. • **The course supervisor** in the case of a student incident; OR • **Security staff** where in attendance to provide immediate assistance and agreement made to log the report on the person's behalf, OR • **The first staff member in attendance** where an incident involves a visitor or member of the public.	Report immediately to the responsible manager after becoming aware of an incident; and log details as soon as practicable and within 48 hours of the occurrence.