
STANDARD OPERATING PROCEDURE: Workplace Injury or Incident

INTRODUCTION

This procedure has been developed to provide Facilities Management staff with appropriate information in dealing with a workplace injury or incident on campus. Such incidents may result in a staff member, student or contractor requiring first aid treatment or be deemed a potential notifiable work related injury or dangerous occurrence.

PURPOSE

The purpose of this procedure is to outline the internal process for dealing with a workplace injury or incident and should be read in conjunction with the [UNISA WHS & IM Incident / Hazard Reporting and Investigation Procedure](#).

DEFINITIONS

Notifiable work related injury or dangerous occurrence

Immediately notifiable work related injuries or dangerous occurrences must be initially reported to SafeWork SA by telephone 1800 777 209 as soon as practicable following the occurrence.

Immediately [notifiable work related injuries/events](#) are;

- any death;
- a serious illness or injury to a person;
- a dangerous incident.

If an employee suffers an immediately notifiable work-related injury, the employer must not, without the permission of an inspector;

- alter the site where the injury occurred; or
- reuse, repair or remove any plant, or reuse or remove any substance that caused, or was connected with the occurrence of, the death or injury.

A **notifiable dangerous occurrence** means an incident or event that is attributable to any of the following;

- an uncontrolled escape, spillage or leakage of a substance; or
- an uncontrolled implosion, explosion or fire; or
- an uncontrolled escape of gas or steam; or
- an uncontrolled escape of a pressurised substance; or
- electric shock; or
- the fall or release from a height of any plant, substance or thing; or
- the collapse, overturning, failure or malfunction of, or damage to, any plant that is required to be authorised for use in accordance with the regulations; or
- the collapse or partial collapse of a structure; or
- the collapse or failure of an excavation or of any shoring supporting an excavation; or
- the inrush of water, mud or gas in workings, in an underground excavation or tunnel; or
- the interruption of the main system of ventilation in an underground excavation or tunnel; or
- any other event prescribed by the regulations.

PROCEDURE

This procedure relates to the response, both immediately and following, required by Facilities Management staff member(s) most directly associated with an occurrence of such an injury or incident.

1. Immediate responses

- a) Staff member shall ensure the safety of themselves and or bystanders.
- b) Should foreseeable risk be evident then the staff member shall raise the alarm immediately, by either calling out to persons nearby and/or then secondly, contacting campus security immediately on internal extension **88888**.
- c) If appropriate the staff member, local First Aid Officer or Security Officer shall attend to any injuries or call an ambulance if necessary.
- d) The staff member shall hand over responsibility to the on-duty Security Officer who shall assume control from the staff member at the scene or incident.
- e) The staff member shall if required assist the Security Officer, without putting self at risk, to make the area safe by isolating the site where there remains risk of further injury and to prevent any disturbance for investigative purposes.
- f) Immediately notify UniSA WHS & IM Services of any serious incidents that meet the following criteria for statutory reporting:

INCIDENTS REQUIRING NOTIFICATION TO AUTHORITIES

- Notifiable Injuries
- Dangerous Occurrences
- Electrical Incidents – incidents involving electricity – electric shock
- Pollution Incidents
- Radiation Incidents / Accidents

For these types of incidents WHS & IM Services staff will report to SafeWork SA and the Office of the Technical Regulator (OTR).

2. Follow up response

- a) Staff member shall make notes as to the circumstances of the incident or injury.
- b) Staff member shall not make any comments about the incident or injury to any unauthorised person. This included persons associated with the injury person, such as may be the case if the injury person is a contractor or sub-contractor.
- c) Staff member shall contact the injured person's immediate supervisor (if known) and report the incident or injury.
- d) Staff member shall contact the Campus Facilities Manager and / or the Facilities Coordinator and advise details of the incident or injury.
- e) Staff member shall contact relevant line manager to advise of the occurrence or injury.
- f) Line manager shall contact the Director of Facilities Management to advise of incident or injury as appropriate.

3. Reporting

- a) The staff member shall log the details of the incident using the online WHS & IM Hazard & Incident Reporting & Investigation System as soon as practicable after the incident and within 12 hours
Note: the staff member shall log details of an incident in the online reporting system on behalf of a student, contractor or others (i.e. member of public, visitor).
- b) Staff member shall nominate the supervisor/manager responsible for the person injury or involved to investigate the circumstances of the incident.

- c) If not already completed, the staff member is to consult WHS & IM Services, to enable contact and reporting requirements to SafeWork SA or the technical regulator can be completed by OHSW&IM Services.

REFERENCES

[Online WHS & IM Hazard & Incident Reporting & Investigation System](#)
[Online WHS & IM Hazard & Incident Reporting & Investigation System User Guide](#)
[WHS & IM Incident /Hazard Reporting and Investigation Procedure](#)
[SafeWork SA FAQ Incident Notification](#)