

## Reporting and recording procedures for incidents, injuries, illness, hazards or near misses

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<b>Approval date</b>	11 February 2017
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<b>Next scheduled review</b>	2020
<b>Document URL</b>	<a href="http://policies.griffith.edu.au/pdf/Reporting_and_recording_procedures_for_incidents_injuries_illness_hazards_or_near_misses.pdf">http://policies.griffith.edu.au/pdf/Reporting and recording procedures for incidents, injuries, illness, hazards or near misses.pdf</a>
<b>TRIM document</b>	2019/0000045
<b>Description</b>	These procedures set out the requirements for reporting, recording and notifying workplace injuries, work-caused illnesses, hazards and near misses.

### Related documents

[First Aid Guidelines](#)

[Health and Safety Policy](#)

[Electrical Safety Policy](#)

[Electrical Safety Procedure](#)

[Electrical Safety Procedure Test and Tag](#)

[Guidelines for the Prevention and Control of Communicable and Notifiable Diseases](#)

[Workplace Rehabilitation Procedures](#)

[Workers Compensation Procedures](#)

### External Links:

[Work Health and Safety Act 2011](#)

[Work Health and Safety Regulation 2011](#)

[Electrical Safety Act 2002](#)

[Electrical Safety Regulation 2013](#)

[Gene Technology Act 2000](#)

[Radiation Safety Act 1999](#)

[Radiation Safety Regulation 2010](#)

[Environment Protection and Biodiversity Conservation Act 1999](#)

[Radiation Queensland](#)

[Office of the Gene Technology Regulator](#)

[Department of Agriculture and Water Resources](#)

[Queensland Health](#)

[\[Introduction\]](#) [\[Purpose and Objectives\]](#) [\[Scope\]](#) [\[Definitions and Terms\]](#) [\[Procedures\]](#) [\[Delegated Authorities\]](#)  
[\[Flowchart for Reporting\]](#)

## 1. INTRODUCTION

The University has a legal obligation under both State and Federal jurisdictions to report various events that may result in injury or illness of people who conduct business for, or on behalf of, the University. Primarily in Queensland, the *Work Health and Safety Act 2011* requires a record to be kept of all work-related injuries, illnesses and dangerous incidents which arise from its activities and to eliminate or

otherwise control hazards and risks within the workplace. In addition, the University must notify *Workplace Health and Safety Queensland* (the Regulator) of any death, serious injury or illness, dangerous incident, serious electrical event or serious electrical incident. The other legislative requirements are predominately in relation to diseases or illnesses that could be contracted or may develop out of work the University undertakes. These are with Queensland Health, Radiation Queensland, the Office of the Gene Technology Regulator and the Department of Agriculture and Water Resources.

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## 2. PURPOSE AND OBJECTIVES

This procedure specifically outlines the reporting protocols of all work-caused incidents, illnesses, injuries, hazards and near misses and non-work related injuries / illnesses for rehabilitation purposes.

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## 3. SCOPE

This procedure applies to all staff, unpaid appointments, students, contractors, volunteers, contractors and visitors that are involved in an incident, dangerous incidents; sustain an injury or illness; are exposed to hazards; and/or are subjected to a near miss whilst undertaking activities at/for the University.

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## 4. DEFINITIONS AND TERMS

**GSafe** is Griffith University's cloud based on-line incident, injury, hazard and near miss reporting system. This system has been developed specifically for the University's use, and provides a standardised electronic reporting tool, and can be accessed via the Health and Safety intranet site.

**Near Miss** is any unplanned incident that occurred at the workplace which, although not resulting in any injury or illness, had the potential to do so.

**Notifiable incidents** – incidents that are required to be reported to Workplace Health and Safety Queensland (WHSQ) that arise out of the conduct of a business or undertaking and results in the death, serious injury or serious illness of a person or involves a dangerous incident. These include:

### **Serious injury or illness:**

- **immediate treatment as an in-patient** in a hospital (for any duration – it does not include out-patient treatment provided by the emergency section of a hospital and immediate discharge or subsequent corrective surgery)
- immediate treatment for:
  - the **amputation** of any part of their body
  - **a serious head injury** – relates to an injury to the skull, such as a fractured skull, loss of consciousness, blood clot or bleeding in the brain, damage to the skull to the extent that it is likely to affect organ/face function.
  - **a serious eye injury** – the injury that results in or is likely to result in the loss of the eye or total or partial loss of vision. Includes an object penetrating the eye or exposure of the eye to a substance which poses a risk of serious eye damage, It does not include exposure to a substance that merely causes eye irritation.
  - **a serious burn** – a burn that requires intensive care or critical care which could require a compression garment or skin graft. It does not include a burn that merely requires washing the wound, ice pack and applying a dressing.
  - the separation of their skin from an underlying tissue (such as de-gloving or scalping)
  - **a spinal injury** – an injury to the cervical, thoracic, lumbar or sacral vertebrae, including the discs and spinal cord.

- **the loss of a bodily function**, loss of consciousness, loss of movement of a limb or loss of the sense of smell, taste, hearing or loss of function of an internal organ. It does not include mere fainting or a sprain, strain or fracture.
- **serious lacerations** – is a serious laceration that causes muscle, tendon, nerve or blood vessel damage or permanent impairment. It includes deep or extensive cuts and tears of wounds to the flesh or tissues (this includes stitching) or
- medical **treatment** (treatment by a doctor) within 48 hours of exposure to a substance
- any infection to which the carrying out of work is a significant contributing factor, including any infection that is reliably attributable to carrying out work:
  - with micro-organisms; or
  - that involves providing treatment or care to a person; or
  - that involves contact with human blood or body substances; or
  - that involves handling or contact with animals, animal hides, skins, wool or hair, animal carcasses or animal waste products.
- the following occupational zoonoses contracted in the course of work involving the handling or contact with animals, animal hides, skins, wool or hair, animal carcasses or animal waste products:
  - Q fever
  - Anthrax
  - Leptospirosis
  - Brucellosis
  - Hendra virus
  - Avian influenza
  - Psittacosis.

**Dangerous incident** is an incident in relation to a workplace that exposes a worker or any other person to a serious risk to a person's health or safety emanating from an immediate or imminent exposure to:

- an uncontrolled escape, spillage or leakage of a substance;
- an uncontrolled implosion, explosion or fire;
- an uncontrolled escape of gas or steam;
- an uncontrolled escape of a pressurised substance;
- electric shock (not static electricity);
- the fall or release from a height of any plant, substance or thing;
- 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;
- the collapse or partial collapse of a structure;
- the collapse or failure of an excavation or of any shoring supporting an excavation;
- 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.

**Serious electrical incident is where a person:**

- is killed by electricity;
- receives a shock or injury from electricity, and is treated for the shock or injury by or under the supervision of a doctor; or
- receives a shock or injury from electricity at high voltage (voltage above 1000 V AC or 1500 V ripple-free DC), whether or not the person is treated for the shock or injury by or under the supervision of a doctor.

**Dangerous electrical event includes:**

- when a person, for any reason, is electrically unsafe around high voltage electrical equipment, even if the person doesn't receive an electric shock or injury;
- significant property damage caused by electricity or something originating from electricity e.g. electrical fire;
- unlicensed electrical work;

- unsafe electrical work; or

Unsafe electrical equipment or electrical equipment that does not have Electrical Equipment Safety System (EESS) approval markings.

**Other Notifiable and communicable diseases** are defined for each of the following Government Departments on line –

- [Queensland Health – Communicable Disease Unit / Public Health Unit](#)
- [Office of the Gene Technology Regulator \(OGTR\)](#)
- [Office of the Department of Agriculture and Water Resources](#)

**Worker** - if the person carries out work in any capacity for a person conducting a business or undertaking, including work as an employee, a contractor (or subcontractor), an employee of a labour hire company, an outworker, an apprentice or trainee, a student gaining work experience or a volunteer.

**Workplace** is a place where work is carried out for a business or undertaking and includes any place where a worker goes, or is likely to be, while at work. For the purposes of this procedure this includes research and study activities undertaken for or on behalf of the University either on or off campus (includes undertaking study or research, work experience or community placement as part of their studies).

**Workplace Health and Safety Queensland (WHSQ)** the regulator for all workplaces and work caused injury and illnesses.

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## 5. PROCEDURES

To comply with legislative requirements and to proactively interrogate our incidents and illness data to reduce the instances of harm, the University is committed to:

- prompt reporting of all incidents involving staff, students, contractors, volunteers and visitors, and investigate them as required via GSafe;
- recording and reporting of incidents in accordance with the *Work Health and Safety Act 2011* and associated *Regulation*;
- prompt action by supervisors to initiate action to prevent recurrence; and
- monitoring and reviewing incident statistics by University health and safety committees.

### 5.1 Reporting and Recording Incidents: WHSQ (Refer to Flow Chart Appendix 1)

All workplace incidents, injuries, illnesses and near misses must be recorded as soon as possible but no more than within two days of occurring; however notifiable incidents must be reported immediately after becoming aware of the notifiable incident. These records are retained on GSafe.

#### 5.1.1 Reporting all incidents, injuries, illnesses and near misses

- All workplace incidents resulting in a work injury, work-caused illness, dangerous incident or near miss must be reported to the relevant supervisor as soon as possible.
- Log the incident/near miss into GSafe. If you require assistance, contact [safety@griffith.edu.au](mailto:safety@griffith.edu.au) or the relevant Group/Element Health and Safety Advisor.
- In the event of a Notifiable Incident– refer to 5.1.3.
- If the incident results in a death, call 000 and then follow 5.1.3.

#### 5.1.2 Notifiable Incidents

The University must notify WHSQ immediately by the fastest available method after becoming aware of the occurrence of the following:

- a) the death of a person; or
- b) a serious injury or illness; or

- c) a dangerous incident; or
- d) a serious electrical incident; or
- e) a dangerous electrical incident.

A record must be kept of notifiable incidents for at least five years from the date the notice is given to WHSQ.

### 5.1.3 How to notify a Notifiable Incident

- In the first instance call 000 (0000 from University phone) or 112 from a mobile phone, and then follow internal emergency notification procedures.
- During business hours, contact the immediate supervisor, Head of School or Director and Element/Group Health and Safety Advisor to arrange notification to WHSQ through the Senior Manager, Health, Safety and Wellbeing.
- After hours, notify Security on 1800 800 707 [extension 7777 from a University phone] (unless the incident relates to a University Residential College, in which case contact the Residential Adviser). Security will advise the relevant Campus Facilities Manager who will then notify the appropriate Director. The Senior Manager, Health and Safety must also be advised as soon as possible and will contact WHSQ.
- The scene of a NOTIFIABLE INCIDENT must not be interfered with, except to save life, relieve suffering or prevent further injury to persons, remove a deceased person or when permission is given by a police officer or by a WHSQ inspector.
- In the event of a death, the attending emergency personnel (paramedics or police) will contact WHSQ.
- The following information must be collected before calling the Senior Manager Health, Safety and Wellbeing who will advise WHSQ:
  - What type of event it is (serious injury, death, serious illness etc.);
  - Date, time and address of incident;
  - Description of incident;
  - Description of injury/illness;
  - Location of injury;
  - The injured person's name (and if possible address);
  - The status of the injured person i.e. staff member, student, volunteer, contractor, etc;
  - Where the injured person has been taken for treatment;
  - Whether the scene is intact, and what has been done to secure the scene.
- Notification must be by the most efficient means possible; usually by phone. A WHSQ incident notification form (approved form) will be completed with the injured person's particulars and submitted as soon as possible.

## 5.2 Reporting other incidents

*For the reporting of other communicable and notifiable diseases refer to the Flow Chart - Appendix 2*

- Some other regulators require notification of 'notifiable incidents', Office of the Gene Technology Regulator (OGTR) and the Department of Agriculture and Water Resources (DAWR).
- Other requirements for notification are 'notifiable and communicable diseases' i.e. Department of Health QLD and QLD Public Health.
- If the incident is notifiable, contact immediate Supervisor/Manager and Senior Manager, Health, Safety and Wellbeing (HSW).

- Information required for notifiable incidents – name of person, location of incident, exposure date and time if applicable, others potentially affected, circumstances surrounding the incident, contact details of supervisor/manager.
- Senior Manager HSW will notify Queensland Health Department of Communicable Disease Unit/Public Health Unit, Griffith University, Griffith University Biosafety Committee, Work Health and Safety Queensland (WHSQ) as required.

### 5.3 Reporting hazards and near misses

If you observe physical hazards, risks or hazardous activities:

- Correct immediately if it is safe to do so, you have the capacity and authority
- For hazards relating to building maintenance or landscaping call Campus Life on extension 8888.
- All hazards and near misses must be entered into GSafe.

### 5.4 Reporting of non-work related injuries for rehabilitation purposes

Workplace rehabilitation may be offered at the discretion of the University to assist with recovery and/or to minimise risk of re-injury or aggravation of a pre-existing medical condition for non-work related injuries or illness. This may include situations where the staff member has not had any absences from work but has disclosed that they are unable to undertake certain duties within their role.

The University is not obligated to provide rehabilitation for non-work -related injury/ illness and will only do so if it is likely to benefit the staff member and does not create undue hardship for the work area.

The following are examples where workplace rehabilitation may be relevant for non- work-related injury/illness:

- prolonged, frequent, recurrent or unexplained work absences;
- non-work related psychological or psychiatric illness;
- return to work after prolonged work absence relating to non-work injury/ illness;
- medical certificate diagnosis indicating concerns regarding staff member's health and safety as a result of a non-work related medical condition;
- possible cessation of superannuation temporary incapacity benefits; or
- WorkCover claim has been denied or finalised and the staff member has not yet returned to pre-injury duties.

Rehabilitation may be offered at the discretion of the supervisor and senior managers and therefore notification of such injuries/illness to the Injury Management team (within Health, Safety and Wellbeing) may be through these managers or supervisors. Staff may also contact the team directly.

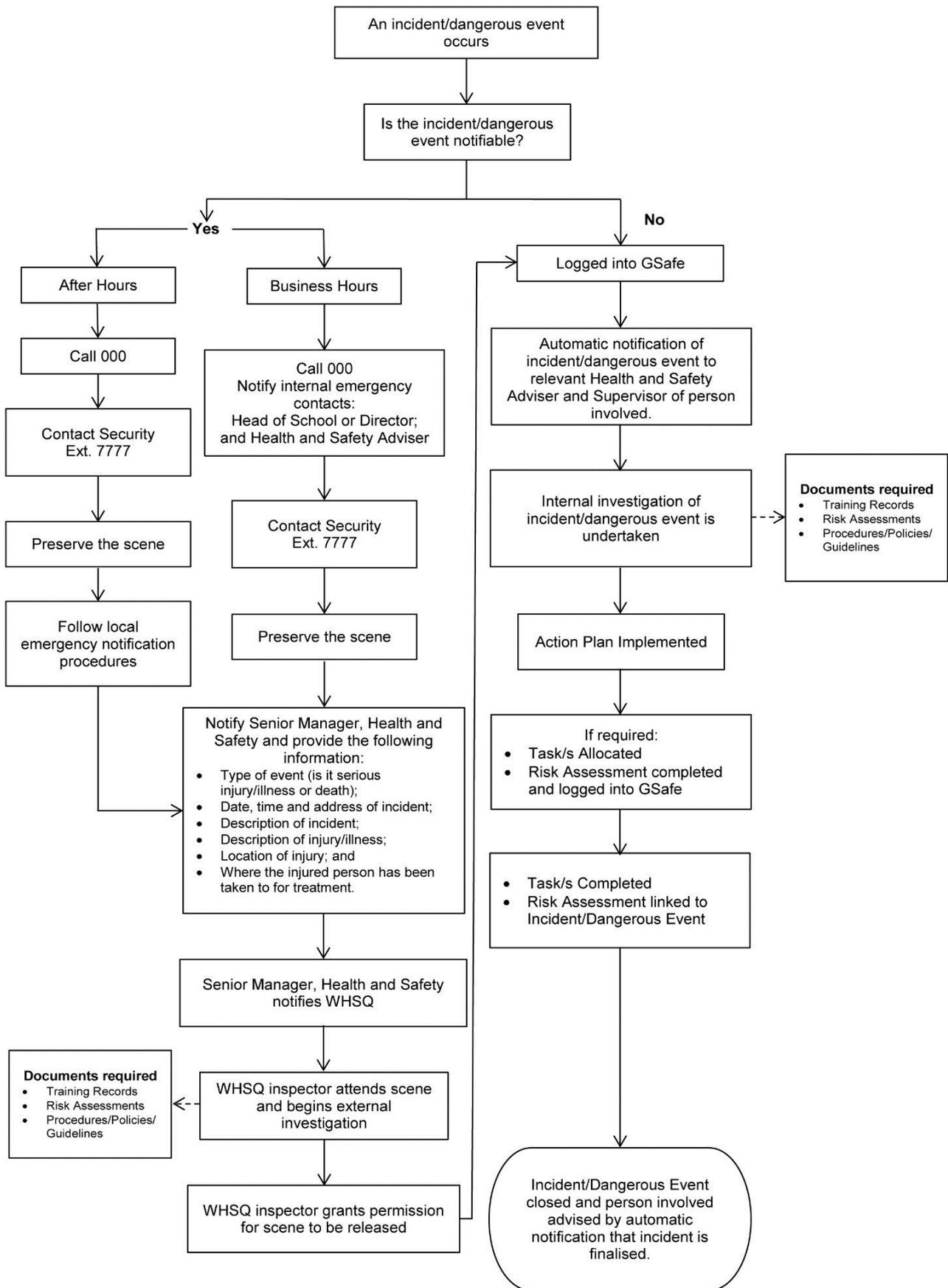
## 6. DELEGATED AUTHORITIES

The Vice President (Corporate Services) is responsible for the oversight of strategic direction and policy related to health and safety within the University.

Accountability for ensuring that health and safety management strategies are implemented at element level rests with senior managers.

Heads of Elements are responsible for ensuring that incidents are reported, and that action is taken to prevent recurrence.

# APPENDIX 1 - FLOWCHART FOR REPORTING WHSQ INCIDENTS



## APPENDIX 2 - Prevention and Control Flow Chart for Communicable and Notifiable Diseases

