

SAFETY HEALTH ENVIRONMENT WORKCOVER SUSTAINABILITY (SHEWS) INCIDENT AND HAZARD REPORTING AND INVESTIGATION

1 PURPOSE

CQUniversity has an obligation to provide a work environment without risks to health and safety, so far as is reasonably practicable.

The intention of this procedure is to meet or exceed obligations under current legislation.

2 SCOPE

This procedure applies to all CQUniversity staff, students, contractors and their staff, and all visitors whilst at CQUniversity worksites including individuals participating in work activities that are conducted off-site.

3 EFFECTIVE DATE 1 June 2016

4 LEGISLATIVE AUTHORITY

[Work Health and Safety Act 2011](#)
[Work Health and Safety Regulation 2011](#)
[Electrical Safety Act 2002](#)

5 PARENT POLICY

[Work Health and Safety Policy](#)

6 PROCEDURE

If required utilise the SafeZone application on your smart phone for first aid or other assistance or call for emergency services (0) 000 without hesitation.

CQUniversity is committed to the development of a systematic approach to the management of Occupational Health and Safety matters. The purpose of this procedure is to provide a framework for the types of hazards and incidents to be reported, and a process which hazards and incidents are to be investigated, controlled and monitored.

6.1 Reporting a Hazard

- If you identify a hazard, and the problem cannot be easily rectified, 'submit an incident' via TASAC for action by the OHS Unit.
- If you identify a hazard, it is your responsibility to ensure the area is safe and others are not exposed to the hazard, this may include placing a temporary control in place so that others are aware of the hazard. This may include signage, a physical barrier, locking the area out to restrict access, or tagging out the equipment.

6.2 Reporting an Incident (other than a notifiable incident)

- As soon as possible – report the incident to the Work Area Supervisor.
- Within three working days an [OHS Incident Report Form](#) should be completed and submitted to the OHS Unit. Where required, the Work Area Supervisor will assist the injured/ill employee to complete the form.

6.3 Reporting a Notifiable Incident (death, serious injury or illness or dangerous incident)

Notifiable incidents include those that result in the **death** or **serious injury or illness** of a person (student, employee, contractor or visitor) or a **dangerous incident** that arises out of work being undertaken by a business, undertaking or a workplace.

- Immediate notification needs to be made to the National OHS Manager [Contacts](#) or Director, People and Culture.
- After becoming aware of it, the National OHS Manager
 - Will provide immediate notification to 'The Regulator' (defined by SafeWork Australia) for the respective state, **or**
In the case of a **serious electrical incident**, immediate notification will be made to the Electrical Safety Office and
 - Inform the Vice-Chancellor, relevant Deputy Vice-Chancellor, Pro-Vice Chancellor and Associate Vice-Chancellor.
- The site of the incident will be preserved until an inspector arrives or directs otherwise.

6.4 Investigating an Incident

An incident investigation will be conducted by staff of the OHS Unit and/or other authorised representatives as soon as possible for all incidents and the degree of investigation may depend on the severity of the incident. Once the severity of the incident is determined the level of investigation will be identified - this determination will be made by either a Senior OHS Advisor or the National OHS Manager.

The investigation is likely to involve and input invited from:

- The injured/ill employee, other employees and other bystanders
- Work Area Supervisors
- Supervisors
- Technical Specialists
- Senior OHS Advisors
- National OHS Manager
- Elected Health and Safety Representatives

The investigation will identify the causal factors of the incident and will provide recommendations for preventative actions to eliminate or minimise the risk of such an incident recurring. Such causal factors and recommendations may include, but not limited to, work methods, work environment, equipment, work organisation and the employee or a combination of these.

- A risk assessment will be conducted using the risk management process to ascertain the risk score before any control measures are implemented.
- Another risk assessment will be conducted to ascertain the risk score after control measures are implemented – to ensure that the risk has been effectively controlled.
- The control measures will be monitored by the supervisor and formally followed-up by the Health Safety and Environment Advisor within one month to ensure the control measures are effective.

For a 'Notifiable Incident' a copy of the investigation report will be provided to 'The Regulator' (defined by WorkSafe Australia) or the Electrical Safety Office as necessary.

7 RESPONSIBILITIES

Compliance, Monitoring and Review

- 7.1 CQUniversity management have a duty to exercise due diligence to ensure that CQUniversity complies with relevant legislation (e.g. Work Health and Safety Act, Work Health and Safety Regulations, Codes of Practice, Guides).

CQUniversity staff, students, contractors and their staff, and all visitors at CQUniversity worksites (including any work activities that are conducted off-site) have a duty to take reasonable care for their own health and safety and must not adversely affect the health and safety of other persons. They must comply with any reasonable instruction and co-operate with any reasonable policy or procedure relating to health and safety at the workplace.

The OHS Unit of CQUniversity assists management and others to facilitate compliance, monitoring and review.

Please also refer to the [Work Health and Safety Roles and Responsibilities Procedure](#).

Reporting

7.2 The National OHS Manager is to compile a regular report detailing incidents, statistics and trends for the University Planning & Resources Committee and Vice-Chancellors Advisory Committee.

Records Management

7.3 All records relevant to this document are to be maintained in a recognised University recordkeeping system.

8 DEFINITIONS

Refer to the University [glossary](#) for the definition of terms used in this policy and procedure.

Other definitions in relation to Work Health and Safety can be located in the respective legislative documentation (e.g. Work Health and Safety Act, Work Health and Safety Regulations, Codes of Practice, Guides)

9 RELATED LEGISLATION AND DOCUMENTS

Related Policy Document Suite

[OHS Incident Report Form](#)

Related Legislation and Supporting Documents

[Incident Notification Fact Sheet](#)

[SafeWork Australia Regulators](#)

Approval and Review	Details
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Advisory Committee to Approval Authority	Vice-Chancellors Advisory Committee
Administrator	Occupational Health and Safety Manager
Next Review Date	16/03/2019

Approval and Amendment History	Details
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