



Incident / Accident Reporting Guidelines

Purpose

The purpose of this paper is to provide guidelines on the reporting and investigation of incidents and accidents, which may occur within Aboriginal Hostels Limited workplaces.

Scope

These instructions outline the requirements for the reporting and investigation of incidents and accidents in accordance with the *Occupational Health and Safety (Commonwealth Employees) Act 1991*

Responsibilities

Divisional/Regional Managers

- Implement these Guidelines
- Review each reported incident & ensure reporting to Comcare where required.
- Authorise and review preventative measures

Assist. Div Managers/Hostel Managers

- Conduct an incident/accident investigation. The investigation must identify hazards associated with the incident/accident and identify appropriate measures to prevent a re-occurrence.
- Sign off the completed forms and forward to Regional Office.
- Implement and document changes to work instructions, procedures or safety rules if indicated by the controls relating to the incident.
- Communicate implemented control measures to employees

Employees

- Report all incidents including dangerous occurrences and near misses by completing the "Incident/Accident Report Form" within 24 hours.
- Assist in incident/accident investigations where required.

Health and Safety Representatives (HSR)

- Assist in the incident/accident investigations.
- Liaise with management on the implementation of health and safety preventative measures and work instructions.

National Occupational Health & Safety Officer

- Collation and analysis of information and provision of reports to the relevant OH&S Committees.
- Maintain the central register of all incident/accident notifications.
- Report the number and factual details of incidents/accidents to the Occupational Health & Safety Committee.

Note: The Privacy Act 1988 prohibits reporting of personal details to the committee therefore names and relevant personal details remain confidential when occurrences are reported to committees.

Definitions

Incident

An event, which has the potential to cause serious personal injury, danger to health or damage to property.

Accident

An event, which results in personal injury or illness requiring medical attention.

Near miss

An incident that has the potential to cause personal injury or damage to property or the environment.

Reporting Responsibilities

First Aid Treatment

Accidents, which result in first aid treatment, shall be managed in accordance with the First Aid policy. The first aid treatment shall be recorded in the First Aid Treatment Register, which is located in the first aid kits.

Notifiable Incident/Near miss

A notifiable incident/ near miss of a severe nature, which must immediately be reported to Comcare. See page 3.

Types of incidents/accidents to be reported and investigated

- All fatalities
- All accidents that result in injuries, which require medical referral and treatment or admission to hospital.
- Minor incidents, which require first aid treatment.
- Near miss incidents.

Accident Investigation Procedure

The Assistant Divisional Manager/Hostel Manager will carry out an initial investigation, or the Health and Safety Representative (HSR), as appropriate.

In the Regions, it may be more appropriate for the Hostel Manager to undertake any investigation required at the Hostel. If the Hostel Manager conducts the investigation it remains a requirement that the HSR is notified of the incident & that an investigation is being conducted and that a report will follow.

If the investigator forms the view that further investigation is required refer to the **'Incident Investigation Guidelines'** and **OH&S Incident/Accident Investigation Form**.

Selection and Implementation of Corrective Actions

Once all details of the incident have been collated and reviewed, preventative measures must be selected and put in place to reduce the risk of the incident re-occurring.

Reporting Incidents/Accidents

- Employee/Student/Resident/Contractor/Visitor fills out the "Incident/Accident Reporting Form".
- The completed form is returned to the supervisor for signature.
- The form is then sent to RO/Div. Manager, where it is checked & signed off by the HSR & RM/Div. Manager
- A completed copy for filing goes to the Hostel, a copy kept in RO/Div and the original goes to Central Office for statistical purposes.

Notification and reporting of accidents and dangerous occurrences.

Notification Process

INCIDENT	REPORTING TIME	REPORT BY EMPLOYER
Death of any person: Section 68 (1) (a)	Within 2 hrs OHS Regulations 37A, 37C	Notify Executive Phone your local Comcare office. Further details may be faxed
Serious Personal Injury to any person: Section 68 (1) (a) Regulation. 2	Within 24 hours Regulation 37A	Notify Executive Fax your local Comcare office or do Online notification to https://cis.comcare.gov.au/forms/notify.html
Employee Incapacity for more than 30 successive working days or shifts: Section 68 (1) (b); Regulation 36A	Within 24 hours of becoming aware of the duration of incapacity Regulation 36A, 37A	Notify Executive Fax your local Comcare office or do Online notification to https://cis.comcare.gov.au/forms/notify.html
Dangerous Occurrence Which could have caused any of the above: Section 5 (1), Section 68 (1) c) Regulation 3	Within 24 hours Regulation 37A	Notify Executive Fax your local Comcare office or do Online notification to https://cis.comcare.gov.au/forms/notify.html
Exemption Section 14	An employer is not required to notify incidents that occur at a workplace if that workplace is controlled by a contractor for the purpose of construction or maintenance . If an employer is unsure about whether a workplace is controlled by a contractor for the purpose of construction or maintenance, then the best option is to report then incident to Comcare	

Comcare Office Contacts

State	Facsimile Number	Telephone Contact
ACT	(02) 6275 0634	1300 366 979
NSW	(02) 9280 2770	1300 366 979
QLD	(07) 3831 6011	1300 366 979
SA/NT/WA	(08) 8124 0413	1300 366 979
VIC/TAS	(03) 9620 4716	1300 366 979

After hours notification can be done by calling 1300 366 979 and following the prompts.

Online notification will automatically be sent to your nearest Comcare Regional Office and an electronic receipt containing all details will be sent back. No fax is required once online notification is provided to Comcare.