

# Notifiable Incidents



**A notice must be given in the fastest possible means.**

## How to Notify

A notice must be given in the fastest possible means.

The notice must be given by:

- Telephone; or
- In writing; or
- Online

A person giving notice by telephone must:

- Give the details of the incident requested by the regulator; and
- If required by the regulator, give a written notice of the incident within 48 hours of that requirement being made.

A written notice must be in a form, or contain the details approved by the regulator.

If the regulator receives a notice by telephone and a written notice is not required, the regulator must give the PCBU:

- Details of the information received; or
- An acknowledgement of receiving the notice.

A PCBU must keep a record of each notifiable incident for at least 5 years from the day that the notice of the incident is given to the regulator.

## Duty to preserve incident site

The person with management or control of a workplace at which a notifiable incident has occurred must ensure so far as reasonably practicable, that the site where the incident occurred is not disturbed until an inspector arrives at the site or any earlier time that an inspector directs.

This does not prevent any action

- a) To assist an injured person; or
- b) To remove a deceased person; or
- c) That is essential to make the site safe or to minimize the risk of further notifiable incident; or
- d) That is associated with a police investigation; or
- e) For which an inspector or the regulator has given permission.

