

Notifiable incidents

USQSafe, Human Resources



Definitions

Notifiable incidents is:

- The death of a person; or
- A serious injury or illness of a person; or
- A dangerous incident.

Serious injury or illness is:

- Immediate treatment as an in-patient in a hospital; or
- Immediate treatment for; or
- The amputation of any part of his or her body; or
- A serious head injury; or
- A serious eye injury; or
- A serious burn; or
- The separation of his or her skin from an underlying tissue; or
- A spinal injury; or
- The loss of bodily function; or
- Serious lacerations; or
- Medical treatment within 48 hours of exposure to a substance;

And includes any other injury or illness prescribed under a regulation but does not include an illness or injury of a prescribed kind.

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; 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 under a regulation; 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 under a regulation but does not include an incident of a prescribed kind.

When a notifiable incident occurs

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:

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

How to notify

A notice must be given in the fastest possible means. Notice must be given by:

- Telephone; or
- In writing; (facsimile, email or other electronic means accepted) 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:

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

Legislation

Queensland WH&S Act 2011, Part 3 S35-39

Queensland WH&S Regulation 2011

Record of training:

I have read and understand the information provided to me for notifiable incidents and I have been issued with:



Tea break talk paper – notifiable incidents

Employee's name (PRINT) Employee's signature __/__/__
Date

Trainer's name (PRINT) Trainer's signature __/__/__
Date

Document procedure

- Original - to be kept on the employee's record of training
- Copy – forward to USQSafe for archive filing
- Electronic – USQSafe to record on PeopleSoft