

WorkSafe - Notifiable Incidents as noted in OHS Act 2004.

Incidents Requiring Notification to WorkSafe.

Compliance with the Occupational Health and Safety Act 2004 requires an employer or self-employed person to notify WorkSafe immediately after becoming aware of an incident at a workplace which results in -

- (a) the death of any person; or
- (b) a person requiring medical treatment within 48 hours of exposure to a substance; or
- (c) a person requiring immediate treatment as an in-patient in a hospital; or
- (d) a person requiring immediate medical treatment for –
 - (i) the amputation of any part of his or her body; or
 - (ii) a serious head injury; or
 - (iii) a serious eye injury; or
 - (iv) the separation of his or her skin from underlying tissue (such as degloving or scalping); or
 - (v) electric shock; or
 - (vi) a spinal injury; or
 - (vii) the loss of a bodily function; or
 - (viii) serious lacerations
- (e) any other injury to a person or other consequences prescribed by the regulations

Notice of an Incident that Exposes a Person to Risk

The employer or self-employed must notify the Victorian Worksafe Authority (VWA) immediately after becoming aware of an incident at a workplace which exposes a person in the immediate vicinity to an immediate risk to the person's health and safety through -

- (a) the collapse, overturning, failure or malfunction of, or damage to, any plant that the regulations prescribe must not be used unless the plant is licensed or registered; or
- (b) the collapse or failure of an excavation or of any shoring supporting an excavation; or
- (c) the collapse or partial collapse of any part of a building or structure; or
- (d) an implosion, explosion, or fire; or
- (e) the escape, spillage or leakage of any substance including dangerous goods as defined in the Dangerous Goods Act 1985; or
- (f) the fall or release from a height of any plant, substance or object; or
- (g) the following incidents in a mine*:
 - (i) the overturning or collapse of any plant; or
 - (ii) the inrush of water, mud or gas; or
 - (iii) the interruption of the main system of ventilation; or
- (h) any other event or circumstance prescribed by the regulations.

Any Notifiable incidents occurring in a mine must be reported to the Department of the Environment and Primary Industries (DEPI) in lieu of the Authority.

In addition, any Notifiable incidents in a quarry must be reported to the DPI in lieu of the Authority. DEPI Phone number 5336 6802. In addition to the notification, the employer must provide a written record of the incident to the VWA (or the DEPI if the incident occurs at a mine or quarry) within 48 hours.

Site Preservation after an Incident.

The incident site must not be disturbed until an inspector arrives or until directed by an inspector except to protect the health and safety of a person; or provide aid to an injured person involved in the incident; or to take essential action to make the site safe or prevent a further incident.

The Occupational Health and Safety Act 2004 Requires You to:

1. Notify WorkSafe immediately on **13 23 60** to obtain a reference no.
2. Keep a copy of the form for at least 5 years
3. Send an Incident Notification Form to WorkSafe within 48 hours.