

SWAS.

SOUTH WEST ACADEMY OF SPORT (SWAS)

Risk Management Policies and Procedures Manual

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Version Control, Change History and Distribution

Version Control

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1. Policy Statement

- 1.1 To implement and maintain systems of control to ensure that SWAS carries out its activities in an efficient and orderly manner, adheres to policies, safeguards its assets and is committed to safeguarding the health, safety and welfare of all people who interact with the organisation and complying with its occupational health and safety obligations.

2. Purpose

- 2.1 SWAS has adopted a risk management approach to underpin its health and safety management arrangements as required by the Work Health and Safety Act (Vic) 2004 (the Act) and related legislation including Occupational Health and Safety Regulations 2017. This approach involves all workers in identifying hazards, assessing and prioritising risks, implementing control measures and reviewing how effective the control measures are.

Risk Management policies and procedures are developed for controlling hazards present in our workplaces and all managers and workers are responsible for managing the particular risks associated with their specific work environment. The purpose of this approach to risk management is to:

- ensure that all hazards are identified and adequate controls are implemented to minimise risk, as far as reasonably practicable, and
- ensure that all risks and WHS considerations are considered in all business planning.

The risk assessment and management processes should be consultative, ongoing, comprehensive and documented.

All workers involved in a given work area should participate in these processes which will comprehensively:

- identify hazards that could place SWAS under pressure and expose SWAS employees to risks to their health and safety,
- assess the risks and the degree to which they are presently controlled (to the extent of their competency to make an assessment) and where there is a high residual risk, and
- implement the further controls that are required to ensure they have minimised the risks and ensured that there is a safe place of work and / or to safeguard the operating environment.

SWAS may use the following methods to identify hazards and manage risks:

- development and coordination of Risk Registers for the organisation
- coordinating and analysing workplace hazard inspections carried out by managers and health and safety representatives in each SWAS work area
- hazard/incident/injury reporting
- injury and illness records
- provision of Risk Management training
- provision of First Aid training
- provision of WHS training, and
- WHS consultation processes

Commented [PM1]: How do you want to do this (particularly for off site exposures? Coaches responsible?)

Commented [PM2]: Does this occur?



3. Definitions

Consequence	Outcome or impact of an event.
Control	A process, directive, device, practice or other action that acts to minimise risk.
Exposure	Occurs when a person comes into contact with a hazard.
Hazard	A situation or thing that has the potential to harm a person e.g. electricity, a repetitive job, bullying and violence, a badly designed workplace and inadequate management systems (i.e. no procedures for performing tasks safely).
Likelihood	Used as a general description of probability or frequency.
Risk	The likelihood and consequences of a hazard causing injury or ill health.
Risk Assessment	The process of estimating the probability of occurrence of an undesirable event and the magnitude of its consequences over a specified time period.
Risk Control	Taking action to first eliminate health and safety risks so far as is reasonably practicable, and if that is not possible, minimising the risks so far as is reasonably practicable.
Risk Management	The systematic application of management policies, procedures and practices to the tasks of identifying, analysing, assessing, controlling and monitoring risk.
Risk Level	The risk level increases with the severity of the hazard and the duration and frequency of exposure. It is normally rated High, Moderate or Low.
Residual Risk	The remaining risk level after all risk control measures has been taken.
Reasonably practicable	<p>What is reasonably able to be done in relation to ensuring health and safety, taking into account:</p> <ul style="list-style-type: none"> ▪ the hazard and the risk; ▪ the likelihood of the hazard or the risk concerned occurring; ▪ the degree of harm that might result from the hazard or the risk; ▪ what the person concerned knows, or ought reasonably to know about: <ul style="list-style-type: none"> ○ the hazard or the risk; and ○ ways of eliminating or minimising the risk; and ▪ the availability and suitability of ways to eliminate or minimise the risk; and ▪ after assessing the extent of the risk and the available ways of eliminating or minimising the risk, the cost associated with available ways of eliminating or minimising the risk including whether the cost is grossly disproportionate to the risk.
Worker	<p>Any person who carries out work (whether paid or unpaid) for SWAS which includes:</p> <ul style="list-style-type: none"> • Employees • Directors • Trainees • Volunteers • Work experience students • Contractors or sub-contractors (including Coaches) • Employees of a contractor or sub-contractor
Workplace	A place where work is carried out for SWAS and includes any place where a worker goes, or is likely to be, while at work.

Commented [PM3]: Please confirm



4. Legislative and Corporate Requirements

4.1 This Manual is to be read and implemented in conjunction with SWAS's other relevant policies, strategies and documents, including:

4.1.1 Constitution

4.1.2 Board Charter

4.1.3 Strategic Plan

4.1.4 This Policy applies to all workers as defined above.

5. Application of Policy

5.1 SWAS is committed to the provision of an environment where risks are assessed and there is a safe and healthy workplace for all workers and visitors. To meet this commitment, SWAS will endeavour to have a safe workplace through the:

- identification of actual and potential hazards
- assessment of all risks including governance, financial, HR and any risk of injury/illness associated with those hazards
- elimination of risk and where this is not possible implementation of control measures in accordance with the hierarchy of controls and legal requirements, and
- monitoring, review and evaluation of the effectiveness of control measures



6. Principles

Operational business processes and functions will include a risk management approach in their approval, review and control processes. The generic SWAS risk management approach and methodology for this purpose is as set out in this Policy and reflects AS ISO 31000:2018 Risk management—Guidelines.

Part 1: Risk Management Policy	The overarching risk management policy for SWAS which is the foundation of our commitment to ensuring a sustainable, safe and healthy work environment. This outlines the framework and risk management approach and sets out the requirements for risk assessment processes and procedures.
Part 2: Risk Management Framework	The risk management framework that applies within SWAS. This includes risk assessment processes and procedures a risk register, risk assessment templates relevant to the different work environments within SWAS and strategies for maintaining an up-to-date risk register.
Part 3: Risk Assessment Procedures	The procedures, forms and tools to facilitate the risk assessment and management process.



7. Responsibilities

7.1. The Board

SWAS Board responsibilities include:

- implementing risk and WHS policies and procedures to ensure that the provisions of the WHS Act are met in the workplace
- ensuring that relevant information, training and supervision for all management and staff as it relates to risk and WHS management
- consulting with all staff on changes to work practices and equipment
- participating in all the consultative structures established in accordance with the WHS Act and the Risk Management Policy
- identifying and evaluating risks and where necessary, making recommendations about control
- ensuring that safety inspections/ audits of the workplace are undertaken
- notifying and reporting accidents and dangerous occurrences, in accordance with the requirements of the Act and the SWAS policies and procedures, and
- ensuring that accidents and incidents in the workplace are investigated.

7.2 Chief Executive Officer

Implementation of risk management processes.

This includes:

- establishing a systematic process for regular review of risk within all areas
- ensuring workers are aware of their responsibilities, and are provided with adequate information, instruction and training
- implementing risk management processes within all areas. Examples include:
 - reporting risks and workplace inspections
 - documenting of corrective actions following incident or injury
 - undertaking risk assessments:
- prior to the purchase of goods or services
- during the design phase of programs/activities
- prior to undertaking research activities
- allocating resources required to prevent injury and minimise risk.

7.3 Workers

It is the responsibility of workers, including contractors to:

- take action to avoid, eliminate or minimise risks
- report risks to supervisor/manager, and
- comply with WHS instructions.

Commented [PM4]: Or just CEO?



7.4 Contractors

SWAS shall ensure that contractors who undertake work on SWAS premises or under SWAS Instruction meet the requirements of this Policy and any other relevant policies or procedures.

8. Breaches

SWAS takes its health and safety obligations seriously.

Any breach of this policy or associated workplace health and safety procedures may result in disciplinary action, which may include counselling, dismissal, or cessation of the person's engagement with SWAS.

9. Risk Management Framework

Risk management takes place in the context of the wider goals, objectives and strategies of the organisation and drills down to basic processes and procedures. The objective of the Framework is to facilitate the identification, assessment, mitigation and monitoring of risks across the organisation, ensuring organisation wide risk management is achieved.

The management of risk is an integral part of SWAS's management process. Risk management is a multifaceted process, the aspects of which are often best carried out by a multi-disciplinary team utilising the various skills available across the organisation.

9.1. Risk Analysis & Evaluation

Analysis of risks will be based on a combination of the impact on the organisation (consequences) and the likelihood of those consequences occurring.

This will be considered in context with the activity, the organisation, and any existing controls or other factors that may modify the consequences or likelihood.

9.2 Consequence Ratings

A risk consequence is defined as the outcome or impact of an event expressed qualitatively or quantitatively. **Table 1** below provides broad descriptions used to support risk consequence ratings:

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Table 1 – Consequence Rating

	Consequence				
	1	2	3	4	5
Financial	\$0	\$5,000	\$20,000	\$50,000	\$100,000
	\$4,999	\$19,999	\$49,999	\$99,999	+
	Insignificant	Minor	Moderate	Major	Catastrophic
Regulatory	Little or no impact	Routine regulatory finding	Targeted regulator scrutiny or investigation	Sustained regulator scrutiny and/or significant fines and/or formal enquiry	Suspension or loss operation
Reputation	Unsubstantiated, low impact, low profile or no news item	Substantiated, low impact, low news profile Item of profile to FNSW stakeholders	Substantiated, public embarrassment, moderate impact, moderate news profile	Substantiated, public embarrassment, high impact, high news profile, third party actions	Substantiated, public embarrassment, very high multiple impacts, high widespread multiple news profile, third party actions
Other:					

Commented [PM5]: Need to agree amounts

9.3 Likelihood Ratings

Table 2 below provides broad descriptions used to support risk likelihood ratings:

Commented [PM6]: Are these consistent with Board thoughts?

Likelihood	Description	Rating
More than once per month	The event is expected to occur in most circumstances	5
Once a quarter	The event will probably occur in some circumstances	4
Once a year	The event will is likely to occur at some time	3
Once every 5 years	The event could occur at some time	2
Once every 10 years	The event may occur in exceptional circumstances	1



9.4 Mitigating Practices and Controls

Mitigating practices and controls include the existing policies, procedures, practices and processes which aim to provide reasonable assurance over the management of SWAS’s activities. Following evaluation, these practices and controls may reduce the likelihood or consequence of a risk. Where mitigating practices and controls exist, but are not being followed or monitored, adequate control does not exist.

9.5 Level of Risk

The level of risk that remains after consideration of all existing mitigating practices and controls is the agreed risk rating and determines the level of management action and treatment required. **Table 3 below** indicates how the combination of risk likelihood and risk consequence ratings are used to establish the level of risk and subsequent management actions and treatment required.

TABLE 3: Risk Assessment Matrix

RISK MATRIX				
		CONSEQUENCE		
		Low (1)	Medium (2)	High (3)
LIKELIHOOD	Almost Certain (5)			
	Likely (4)			
	Possible (3)			
	Unlikely (2)			
	Rare (1)			

RISK LIKELIHOOD CRITERIA		
LIKELIHOOD LEVEL	DESCRIPTION	PROBABILITY
Almost Certain (5)	Is expected to occur in most circumstances – frequently during the year	> 95% - 100%
Likely (4)	Will probably occur – once during the year	70% - 95%
Possible (3)	Might occur at some time – once every 3 years	30% - 70%
Unlikely (2)	Could occur at some time – once every 5 years	5% - 30%
Rare (1)	May occur only in exceptional circumstances. This event is known to have occurred elsewhere – once every 5+ years	<5%

Management Action and Treatment

Low (1)	Acceptable with periodic monitoring. Systems and processes managing risks are adequate with a view to improve controls where possible.
Medium (2)	Continuous Review – continued monitoring and active management to ensure controls remain adequate.
High (3)	Active Management – immediate attention required with active ongoing review and management, and / or an informed decision made to not become involved in the risk situation.

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9.6 Effective Management of Risks

Effective risk treatment involves identifying the range of options for effectively managing the risk, evaluating those options, preparing the risk treatment plans and implementing those plans in accordance with the Risk Register. It is about considering the options for effective management and selecting the most appropriate method to achieve the desired outcome. SWAS will report on risk management at each Board Meeting as a standing agenda item.

Commented [PM7]: Risk committee to report to board periodically???

9.7 Monitoring and Review

Few risks remain static. Factors that may influence the likelihood and consequences of an outcome may change, as may the factors that affect the suitability or cost of the various treatment options. Review is an integral part of the risk management plan.

Periodic review of the SWAS Risk Register is to be managed by the CEO and presented at each Board Meeting for consideration.

Commented [PM8]: CEO or Risk committee or..?

10. Further Information

For further information about the Risk Management Policies and Procedures Manual please contact the CEO.

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Attachment 1 - Risk Register

RISK CATEGORY	DESCRIPTION	CONTROLS / ACTIONS IN PLACE	LIKELIHOOD	CONSEQUENCE	RISK RATING	RISK OWNER	TIMELINE	STATUS	CHANGE IN RISK RATING
Political									
Financial/Funding									
Service Delivery									
Human Resources									
Members									
IT/Information Management									
Management									
Issue Response and Advice									
Compliance / Statutory									
Legal / Commercial									
Work Health & Safety									
Stakeholders / Partners									
Reputational									



Appendix 2a - Accident Procedure

Collecting information about the accident

Notification - Register of Injuries

When an accident or an injury occurs at SWAS, details are entered in the Register of Injuries. This is a requirement of the Accident Compensation Act. **Attachment No 2** is a copy of a Register of Injuries.

Notice of serious injury

The SWAS Board is aware that under the Occupational Health and Safety Act 2004 (OHS Act), employers and self-employed persons must notify WorkSafe immediately on **132 360** after becoming aware an incident has occurred. Failure to report an incident to WorkSafe is an offence and may result in prosecution.

You must report incidents resulting in:

- death
- a person needing medical treatment within 48 hours of being exposed to a substance
- a person needing immediate treatment as an in-patient at a hospital
- a person needing immediate medical treatment for one of the following injuries: amputation, serious head injury or serious eye injury, removal of skin (example: de-gloving/ scalping) electric shock, spinal injury, loss of a bodily function, serious lacerations (example: requiring stitching or other medical treatment).

You must report the following incidents if they expose a person in the immediate vicinity to an immediate risk to the person's health and safety:

- registered or licensed plant collapsing, overturning, falling or malfunctioning
- collapse or failure of an excavation, or shoring supporting an excavation
- collapse of a building structure (or partial collapse)
- implosion, explosion, or fire
- escape, spillage or leakage of any substance
- plant or objects falling from high places

COVID-19 incidents

From 28 July 2020, employers are required to notify WorkSafe immediately on becoming aware that an employee or an independent contractor or a contractor's employee has received a confirmed COVID-19 diagnosis and has attended the workplace during the infectious period.

The infectious period begins on the date 14 days prior to the onset of symptoms or a confirmed COVID-19 diagnosis (whichever comes first), until the day on which the person receives a clearance from isolation from the Department of Health and Human Services.

Written notification of the event (**Attachment No 3**) will also be sent to WorkCover within 48 hours of the incident. The incident notification form is to be sent to the nearest WorkCover office by facsimile as a written record of workplace deaths or serious injuries.

The Committee of Management will keep a copy of this record for five years.

Accident Investigation

The Board has put a system in place for the reporting and recording of accidents.

The CEO will advise the Board when an injury occurs and will ensure that steps are taken to reduce

Commented [PM9]: Should we just make this the CEO?



the risk of further injury in the workplace by identifying and, as far as practicable, reducing the risk of subsequent injury of that kind. However, confidentiality for the injured employee will be maintained at all times.

Accident data when combined with information from inspections, checklists, and interviews will provide valuable insights into health and safety within the facility. Such information allows for making informed decisions as to what action can be taken to reduce risks or hazards.

Injured Employees

The Board recognises that injuries may occur, and in the event that an injury does occur, we are committed to the philosophy and practice of occupational rehabilitation. The Board believes that providing a safe, early return to meaningful and productive work is in the best interest of all employees. Consequently, it encourages full and active participation from all levels of the Board, management and employees in creating a supportive environment conducive to the rehabilitation process and the speedy return to the workplace.

To achieve this, we have the following objectives:

- return to work should be a normal expectation of all employees following a work-related injury. The intention is to return the injured employee to work as soon as possible
- all employees are encouraged to report all work-related illnesses and injuries immediately
- occupational rehabilitation will commence immediately and be carried out in the appropriate manner with the involvement of all parties
- each employees’ occupational rehabilitation program will be developed individually, and on a confidential basis, with the employee concerned

We have appointed a **return to work co-ordinator** who is:

.....The CEO.....

The role of the return to work co-ordinator is as follows:

- assist injured employees to remain at work wherever practicable or to return to suitable work as soon as possible after injury
- ensure that a return-to-work plan is established for each employee who has an injury that involves 20 or more days of total incapacity for work
- liaise with any parties involved in the treatment or occupational rehabilitation of injured employees or involved with the workplace to assist an injured employee to remain at or return to suitable work after injury
- ensure the confidentiality of personal information made available while co-ordinating return to work activities, organising occupational rehabilitation services or in any other activity related to the management of an injured employee’s claim
- monitor the progress of the return to suitable work of an employee following injury and of any occupational rehabilitation services provided under a return-to-work plan
- ensure that, where appropriate, an injured employee is referred to an approved occupational rehabilitation provider for assistance to return to suitable work



Appendix 2b - Register of Injuries

No

Section 1: Injured worker details

Family name:		First name:	
Position:		Department/team:	
Manager/supervisor's name:			

Section 2: Injury/illness details

Date of injury/illness:		Time of injury/illness:		am/pm
Nature of injury/illness				
Bodily location of injury/illness				
Exaction location at time of injury				
Describe how the injury/illness was sustained				
Was any equipment involved in the injury/illness?				Yes / No (Please circle your response)
<i>If yes, please provide details:</i>				

Section 3: Witnesses

Were there any witnesses to the injury/illness?		Yes / No (Please circle your response)
<i>If yes, please list the witnesses' full names as well as a contact number for each.</i>		



Section 4: Follow up

Was the injury reported to the worker's supervisor?	Yes / No (Please circle your response)
Was any treatment provided?	Yes / No (Please circle your response)
If yes, please provide details.	
Did the injured worker return to work following the injury?	Yes / No (Please circle your response)
If yes, please provide details.	

Section 5: Details of person making this entry

Family name:	First name:
Position:	Department/section:
Signature:	Date:
If you are not the injured worker, did you witness the injury/illness?	
Yes / No (Please circle your response)	

Section 6: To be completed by manager/supervisor of injured worker

Has an investigation been conducted into the incident?	Yes / No (Please circle your response)
What, if any, controls were implemented to ensure the incident doesn't happen again?	

Section 7: Employer confirmation

I, _____ (print name), of _____ (insert company name),
hereby confirm receipt of this notification.

Signature: _____ Date: _____

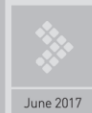
Requirements of injury notification:

- Employers must keep a **Register of Injuries** at each workplace for employees to record any workplace injury or illness.
- An injured worker (or someone acting on their behalf) must notify the employer in writing of any work-related injury or illness within 30 days of becoming aware of the injury or illness.
- Employers must provide written confirmation to the injured worker that they received notification of the injury or illness.
- Employers should provide a signed and dated copy of this entry to the injured worker.
- To make a WorkSafe claim the injured worker must complete a *Worker's Injury Claim Form*, available from the Australia Post.

COMPLETED COPY TO BE GIVEN TO INJURED WORKER BY MANAGEMENT REPRESENTATIVE AS
ACKNOWLEDGEMENT OF NOTIFICATION OF INJURY



EMPLOYER COPY
SECTION 38(3) OCCUPATIONAL HEALTH AND SAFETY ACT 2004 AND
REGULATION 46 EQUIPMENT (PUBLIC SAFETY) REGULATIONS 2017



WORKSAFE VICTORIA

INCIDENT NOTIFICATION FORM

June 2017

Reference Number - -

Ring 132 360 to obtain a Reference Number.

The Reference Number is your proof of immediate notification. Immediate notification is required under section 38(1) of the *Occupational Health and Safety Act 2004* and regulation 44 and 45 of the *Equipment (Public Safety) Regulations 2017*.

Person Submitting Details (Please print in BLOCK letters)

Name	Position Title	Telephone Number
<input type="text"/>	<input type="text"/>	<input type="text"/>
Date	Date of Incident	Time of Incident
<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/>
Name of Employer / Self-Employed Person / Person in Charge of Prescribed Equipment		
<input type="text"/>		
Business Address (Not P.O. Box)		Postcode
<input type="text"/>		<input type="text"/>
Name of Employer of Deceased / Injured Person(s), if any, if different from above		
<input type="text"/>		
Address or Location where Incident Occurred		
<input type="text"/>		
Brief Description of the Incident		
<input type="text"/>		
<input type="text"/>		

Details of Deceased / Injured Person(s)

Name	<input type="checkbox"/> Male <input type="checkbox"/> Female
<input type="text"/>	<input type="text"/>
Residential Address	Postcode
<input type="text"/>	<input type="text"/>
Date of Birth	Telephone Number
<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/>
Occupation / Job Title	Employee / Contractor / Member of Public
<input type="text"/>	<input type="text"/>
Work / Activity being undertaken at Time of Incident (Identify any Plant, Substance, Equipment Involved)	
<input type="text"/>	
Brief Description of Injuries	
<input type="text"/>	
Person(s) who saw Incident or first came to Scene	
<input type="text"/>	
Action Taken / Intended, if any, to prevent recurrence of Incident	
<input type="text"/>	
<input type="text"/>	

The above information is to be provided to the extent that it is known at the time of writing

Declaration

I declare that where I provide personal or health information to WorkSafe Victoria (WorkSafe) about any other individual, I am authorised to provide that information, the information has been collected in accordance with applicable privacy legislation and the individual has been or will be made aware of WorkSafe's identity and how to contact it and of the other matters of which an individual is required to be made aware when personal or health information is collected about them.

Signature	Date
<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
Name	
<input type="text"/>	

Optional

WorkSafe ID
<input type="text"/>
Establishment No
<input type="text"/>

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Collection of Personal and Health Information

WorkSafe Victoria (WorkSafe) is a body corporate established under Victorian workers compensation legislation. To obtain the contact details of your nearest WorkSafe office, visit our website at www.worksafe.vic.gov.au Personal and health information collected in connection with this notification will be used for the purpose of monitoring, assessing and investigating workplace incidents. The information may also be used for the purpose of administering and enforcing legislation administered by WorkSafe, administration and evaluation of the WorkSafe's programs generally and legal proceedings. Subject to Section 10 of the *Occupational Health and Safety Act 2004*, WorkSafe may disclose such information to its contractors and agents, to other regulatory agencies, to a court or tribunal and to any person or organisation authorised by the individual to whom it relates, or by law, to obtain it. Collection of this information is required by the *Occupational Health and Safety Act 2004* and other legislation administered by WorkSafe. If you do not provide any of this information, you may be subject to a penalty. Individuals have rights of access to personal and health information WorkSafe holds about them: contact the WorkSafe Freedom of Information Officer. You can access WorkSafe's Privacy Policy at www.worksafe.vic.gov.au

Notice of an Incident

This information is a summary of the incident notification provisions and should be read in conjunction with the legislation.

Part 5 of 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—

- the death of any person; or
- a person requiring medical treatment within 48 hours of exposure to a substance; or
- a person requiring immediate treatment as an in-patient in a hospital; or
- a person requiring immediate medical treatment for—
 - the amputation of any part of his or her body; or
 - a serious head injury; or
 - a serious eye injury; or
 - the separation of his or her skin from underlying tissue (such as de-gloving or scalping); or
 - electric shock; or
 - a spinal injury; or
 - the loss of a bodily function; or
 - serious lacerations

Notice of Incident that Exposes a Person to Risk

An employer or self-employed person must notify WorkSafe 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

In addition to immediate notification, the employer/self-employed person must provide a written record of the incident to WorkSafe within 48 hours of becoming aware of an incident. This is the Approved Form for notification in writing. An Approved Electronic Form is also available at www.worksafe.vic.gov.au

1. to Notify WorkSafe immediately, call 132 360
2. for written notification send this Incident Notification Form to WorkSafe within 48 hours:
 - electronically via the web or
 - by post to GPO Box 4306, Melbourne 3001 or
 - by facsimile to (03) 9641 1091 or
 - by post or delivery to WorkSafe at 222 Exhibition Street, Melbourne 3000
3. keep a copy of the written record for at least 5 years

Site Preservation

The site of a notifiable 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.

Part 9 of the *Equipment (Public Safety) Regulations 2017* requires a person in charge of prescribed equipment at an equipment site to notify WorkSafe immediately after becoming aware of an incident involving the equipment which results in—

- the death of any person; or
- a person requiring medical treatment within 48 hours of exposure to a substance; or
- a person requiring immediate treatment as an in-patient in a hospital; or
- a person requiring immediate medical treatment for—
 - the amputation of any part of his or her body; or
 - a serious head injury; or
 - a serious eye injury; or
 - the separation of his or her skin from underlying tissue (such as de-gloving or scalping); or
 - electric shock; or
 - a spinal injury; or
 - the loss of a bodily function; or
 - serious lacerations

Notice of a Dangerous Occurrence

A person in charge of prescribed equipment at an equipment site must notify WorkSafe immediately after becoming aware of an incident involving the equipment which exposed a person in the immediate vicinity to an immediate risk to that person's health and safety through—

- (a) the collapse, overturning, failure or malfunction of, or damage to, any item of plant listed in 45 of the *Equipment (Public Safety) Regulations 2017* and the Australian Standards referred to therein; or
- (b) an implosion, explosion or fire.

In addition to immediate notification, a person in charge of prescribed equipment must provide a written record of the incident to WorkSafe within 48 hours of becoming aware of the incident. This is the Approved Form for notification in writing. An Approved Electronic Form is also available at www.worksafe.vic.gov.au

1. to Notify WorkSafe immediately, call 132 360
2. for written notification send this Incident Notification Form to WorkSafe within 48 hours:
 - electronically via the web or
 - by post to GPO Box 4306, Melbourne 3001 or
 - by facsimile to (03) 9641 1091 or
 - by post or delivery to WorkSafe at 222 Exhibition Street, Melbourne 3000

Site Preservation

The site of an incident 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.

WorkSafe Victoria is a trading name of the Victorian WorkCover Authority.

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