

WHS incident reporting summary

Work Health and Safety Directorate



Employee incident/injury

1. WorkCover Notifiable Incident:
(See definition on the right)
Report immediately to WHS Directorate on **1800 811 523**.

2. For all other injuries/incidents:
Call the Incident Notification Hotline on **1800 811 523** within 24 hrs.

Paper based [employee incident or injury notification forms](#) are accessible on the intranet if a hotline report cannot be made.

Student/visitor/contractor incident/injury

1. WorkCover Notifiable Incident:
(See definition on the right)
Report immediately to WHS Directorate on **1800 811 523**.

2. All other injury/incidents that have arisen from an identifiable hazard:
Call the Incident Notification Hotline on **1800 811 523** within 24 hrs.

An identifiable hazard is an item or thing that can be rectified or adjusted to reduce or eliminate a recurrence of a similar injury/incident.

Paper based [non-employee incident or injury notification forms](#) are accessible on the intranet if a hotline report cannot be made.

Note – The Department’s [Incident Reporting Procedures](#) outline other departmental reporting requirements which must be met including requirements by:

- Legal Services – school accident reports
- Safety and Security – eg violence, weapons, illegal drugs or other criminal activity
- Media eg death, major complaint/criticism of departmental activities, unfavourable media
- EPAC eg child protection, criminal conduct
- Regional Asset Management Unit – eg asbestos related incidents.

What is a WorkCover notifiable incident?

Fatality
The death of a person
Serious injury or illness requiring immediate treatment
As an in-patient in hospital
Amputation
Serious head or eye injury or serious burn
Separation of skin from underlying tissue eg de-gloving/ scalping
Spinal injury
Loss of bodily function
Serious laceration
Other serious injury or illness
Exposure to a substance, which requires medical treatment within 48 hrs
Prescribed illnesses directly attributable to work with micro-organisms, or involving treatment or care of a person, contact with human blood or body substance or contact with animals
The following zoonoses contracted through contact with animals: Q fever, anthrax, leptospirosis, brucellosis, Hendra virus, avian flu, psittacosis
A dangerous incident exposing an employee or other person to a serious risk to their health or safety emanating from an immediate or imminent exposure to:
Uncontrolled escape, spillage or leakage of a substance
Uncontrolled implosion, explosion or fire
Uncontrolled escape of gas steam or pressured substance
Electric shock
Fall from height of any plant, substance or thing
Collapse, overturning, failure or malfunction of, or damage to, any plant that is required to be authorised for use in accordance with the regulations
Collapse or partial collapse of a structure, or excavation including shoring supporting an excavation
An inrush of water, mud or gas in an underground excavation or tunnel
Interruption of underground ventilation