



STANDARD OPERATING PROCEDURES

WHS&E - Reporting Accidents and Incidents in the Workplace

STATEMENT

The Paraplegic and Quadriplegic Association of South Australia Incorporated (The Association) are committed to meeting their Legislative requirements.

The Association has a legal responsibility to report accidents and incidents, which occur at a worksite to SafeWork SA under Division 6 of the Occupational, Health, Safety and Welfare (OHS&W) Regulations 2010 South Australia. Therefore, this procedure is to provide the process on reporting arrangements for work related injuries and dangerous occurrences.

Approved by:  Chief Executive Officer	Date: August 2012
Registered by:  Manager, Human Resources	Date: August 2012

SCOPE

To ensure that The Association meets their Legislative requirements under Division 6 of the Occupational, Health, Safety and Welfare (OHS&W) Regulations 2010.

DEFINITIONS

Notifiable Dangerous Occurrence

Any incident or event that arises from operations carried out at a workplace and that causes an immediate and significant risk to a person.

Work-related injury under Section 4 Occupational Health, Safety and Welfare Act 1986:

- (a) An injury, disease or disability; or
- (b) The loss or destruction of, or damage to, an artificial limb or other prosthesis or A medical or surgical aid or appliance; or
- (c) Any death,

That is attributable to work and includes the aggravation, exacerbation or recurrence of a prior work-related injury.

Under Division 6 of the Occupational Health Safety and Welfare Regulations 2010 (SA), PARQUAD SA/HOMECARE PLUS is required to immediately report the following notifiable work-related injuries to SafeWork SA on 1800 777 209.

- ◆ a **work-related injury** that causes a death;
- ◆ a **work-related injury** that has acute symptoms associated with exposure to a substance at work;
- ◆ A **work-related injury** that requires treatment as an in-patient in hospital immediately after the injury (disregarding any time taken for emergency treatment or to get the person to hospital).

A notifiable dangerous occurrence means an incident or event:

- ◆ where there is an immediate and significant risk to any person in, on or near the relevant place, or who could have been in, on or near the relevant place (whether or not a work related injury occurs); and
- ◆ that is attributable to any of the following:
 - (i) the collapse, overturning or failure of the load bearing part of a scaffolding, lift, crane, hoist or mine winding equipment;
 - (ii) damage to, or malfunction of, other major plant;
 - (iii) the unintended collapse or failure of an excavation that is more than 1.5 metres deep, or of any shoring;
 - (iv) the unintended collapse or partial collapse
 - (A) of a building or structure under construction, reconstruction, alteration, repair or demolition; or
 - (B) the floor, wall or ceiling of a building being used as a workplace;
 - (v) an uncontrolled explosion, fire or escape of any gas, hazardous substance or steam;
 - (vi) the unintended ignition or explosion of an explosive;
 - (vii) an electrical short circuit, malfunction or explosion;
 - (viii) an unintended event involving a flood of water, rock burst, rock fall, or any collapse of ground;
 - (ix) an incident where breathing apparatus intended to permit the user to breathe independently of the surrounding atmosphere malfunctions in such a way that the wearer is deprived of breathing air or exposed to an atmospheric contaminant to an extent that may endanger health;
 - (x) any other unintended or uncontrolled incident or event arising from operations carried on at a workplace.

PROCEDURE

Notification of work related injuries

Subject to the OHS&W Regulations, if an employee suffers an immediately notifiable work-related injury, the employer must notify the Department of the injury by telephone or facsimile as soon as practicable after the occurrence of the injury.

If an employee suffers an immediately notifiable work-related injury, the employer **MUST NOT**, without the permission of an inspector:

- ◆ alter the site where the injury occurred; or
- ◆ Reuse, repair or remove any plant, or reuse or remove any substance, which caused, or was connected to the occurrence of, the death or injury.

An employer must, pending the granting of permission by an inspector, take such steps as are necessary:-

- ◆ to rescue an injured person;
- ◆ to retrieve a dead body; or
- ◆ To protect the health and safety of any person who may be in the vicinity of the site.

That may prevent undue damage to the workplace/worksite or property.

When a notifiable dangerous occurrence occurs at a workplace/worksite, the person in charge of the workplace/worksite must give notice of the occurrence as follows:

- ◆ the person must give preliminary notice of the occurrence by contacting the Department by telephone or facsimile as soon as practicable after it occurs; and
- ◆ the person must give written notice of the occurrence by sending the Office of Director a notice in a form determined by the Director containing the information required under section 6.419 (2) Written Notice.

The Written Notice must include the following information:

- ◆ the name and business address of the person giving notice;
- ◆ the date and time of the dangerous occurrence;
- ◆ the workplace/worksite and place of where the dangerous occurrence happened;
- ◆ the apparent cause of the dangerous occurrence;
- ◆ the nature and extent of any damage caused; and
- ◆ The work (if any) that was being carried out at the time of the incident/dangerous occurrence.

Emergency Telephone 1800 777 209

The SAFEWORK SA emergency telephone line is available from anywhere in South Australia to report serious accidents, or other serious incidents, in the workplace. This service is offered 24 hours a day, 7 days a week.

SUPPORTING PQA DOCUMENTATION

- ◆ Workplace, Health, Safety and Environment Management System (Under Review)
- ◆ WorkCover Management System

RELATED LEGISLATION

- ◆ South Australian Occupational Health, Safety and Welfare Act 1986
- ◆ South Australian Occupational Health, Safety and Welfare Regulations 2010
 - ◆ Reg 417 – Preliminary
 - ◆ Reg 419 - Notification of dangerous occurrences
 - ◆ Reg 418 - Notification of work-related injuries

Link to the Safe Work SA website
<http://www.safework.sa.gov.au/>

Link to access the Notification of Dangerous Occurrences Form
http://www.safework.sa.gov.au/uploaded_files/notification.pdf

Link from SafeWork SA web site for Emergency Telephone Number:
http://www.safework.sa.gov.au/show_page.jsp?id=2542