

Notification of Incidents to WHSQ Procedure

1. Purpose

The purpose of this document is to ensure that recorded procedures are available to the workers of Unidus community centre (UCC) for the effective notification of notifiable incidents to Workplace Health and Safety Queensland (WHSQ) to fulfil the legal obligations under the Work Health and Safety (WHS) Act 2011[1], the Safety in Recreational Water Activities Act 2011 [2] and Electrical Safety Regulation 2013 [3].

2. Scope

This procedure applies to all UCC workers who experience a notifiable incident. This document includes the definition of the types of incident that need to be reported to WHSQ.

3. Definitions

☐ Notifiable incident

Notifiable incidents are incidents of any person at the workplace which result in a fatality (death of a person) or **serious injury or illness** requiring hospitalization or a **dangerous incident** [1], [2] or a **serious electrical incident** or a **dangerous electrical event** [3].

☐ Serious injury or illness

A serious injury or illness of a person is:

- an injury or illness requiring the person to have
 - o immediate treatment as an in-patient in a hospital
 - o immediate treatment for
 - the amputation of any part of his or her body
 - a serious head injury
 - a serious eye injury
 - a serious burn
 - the separation of his or her skin from an underlying tissue (such as degloving or scalping)
 - a spinal injury
 - the loss of a bodily function
 - serious lacerations
 - o medical treatment (treatment by a doctor) within 48 hours of exposure to a substance
 - o And includes any other injury or illness prescribed under a regulation but does not include an illness or injury of a prescribed kind [1], [2]
- any infection to which the carrying out of work is a significant contributing factor, including any infection that is reliably attributable to carrying out work
 - o with microorganisms
 - o that involves providing treatment or care to a person
 - o that involves contact with human blood or body substances
 - o that involves handling or contact with animals, animal hides, skins, wool or hair, animal carcasses or animal waste products [4]
- the following occupational zoonoses contracted in the course of work involving the handling or contact with animals, animal hides, skins, wool or hair, animal carcasses or animal waste products
 - o Q fever
 - o Anthrax
 - o Leptospirosis
 - o Brucellosis
 - o Hendra virus
 - o Avian influenza
 - o Psittacosis [4]

☐ Dangerous incident

A 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 (hazardous) substance
- an uncontrolled implosion, explosion or fire
- an uncontrolled escape of gas or steam
- an uncontrolled escape of a pressurized substance

- electric shock
- the fall or release from a height of any plant, substance or thing
- the collapse, overturning, failure or malfunction of, or damage to, any plant that is required to be authorised for use in accordance with the regulations
- the collapse or partial collapse of a structure
- the collapse or failure of an excavation or of any shoring supporting an excavation
- the inrush of water, mud or gas in workings, in an underground excavation or tunnel
- the interruption of the main system of ventilation in an underground excavation or tunnel
- any other event prescribed under a regulation; but does not include an incident of a prescribed kind [1], [2].

☐ **Serious electrical incident (SEI)**

A serious electrical incident is an incident involving electrical equipment, where a person

-
- is killed by electricity
 - receives a shock or injury from electricity, and is treated for the shock or injury by or under the supervision of a doctor
 - a person received a shock or injury from electricity at high voltage, whether or not the person was treated for the shock or injury by or under the supervision of a doctor (high voltage means a voltage above 1000 V AC or 1500 V ripple-free DC) [5]
-

☐ **Dangerous electrical event (DEE)**

-
- the coming into existence of circumstances in which a person was not electrically safe, if the circumstances involve high voltage electrical equipment; and despite the coming into existence of the circumstances, the person does not receive a shock or injury (high voltage means a voltage above 1000 V AC or 1500 V ripple-free DC)
 - the coming into existence of both of the following circumstances
 - (1) if a person had been at a particular place at a particular time, the person would not have been electrically safe and
 - (2) the person would not have been electrically safe because of circumstances involving high voltage electrical equipment (high voltage means a voltage above 1000 V AC or 1500 V ripple-free DC)
 - An event that involves electrical equipment and in which significant property damage was caused directly by electricity or originating from electricity
 - the performance of electrical work by a person not authorised under an electrical work licence to perform the work
 - the performance of electrical work by a person if, as a result of the performance of the work, a person or property was not electrically safe
 - the discovery by a licensed electrical worker of electrical equipment that has not been marked as required under the Electrical Safety Act 2002 [5]
-

☐ **Other notifications**

In addition to the notification of incidents, PCBUs are required to notify WHSQ of the following matters:

- licensed asbestos removal work (licensed asbestos removalist)
- asbestos fibre levels greater than 0.02 f/ml (licensed asbestos removalist – for Class A removal work)
- asbestos emergency work - domestic premises (PCBU with management or control of the workplace – for demolition work)
- asbestos emergency work - non-domestic premises (PCBU who is to carry out the demolition work – for demolition work)
- lead risk work commencing
- changes to information regarding lead risk work
- worker who is removed from carrying out lead risk work
- health monitoring reports [hazardous chemicals]
- abandoned tanks
- pipelines (hazardous chemicals)
- demolition work
- Schedule 11 hazardous chemicals exceeding manifest quantities at a workplace (See Appendix A)
- Schedule 15 hazardous chemicals exceeding 10 per cent of their threshold quantity (See Appendix B) [6]

4. Responsibilities of notification

☐ **PCBU**

The PCBU must immediately notify of WHSQ of these incidents to WHSQ by the fastest possible means after becoming aware that a notifiable incident arose [1]-[3]

☐ **Others**

Other people who can report the incidents include:

- employer, ex-employee, self employed, worker, HSR
- management representative for PCBU
- management representative for person with management or control of a workplace
- member of public, parent of worker, principal contractor
- QLD ambulance service, QLD fire and rescue, QLD police service
- Site contact, union organiser, WHS officer, worker WHS representative [7]

5. Duty to preserve incident sites

The PCBU must ensure 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 as long as it is reasonably practicable. The site includes any plant, substance, structure or thing associated with the notifiable incident [1]-[3].

Prescribed reasons that are allowed for disturbing an incident site are the following:

- to assist an injured person
- to remove a deceased person
- that is essential to make the site safe or to minimise the risk of a further notifiable incident
- that is associated with a police investigation
- for which an inspector or Workplace Health and Safety Queensland (WHSQ) has given permission [1]-[3], a direction that a scene may be disturbed may be given in person or by a telephone call [4], [8]

6. Incident notification procedure

- A notifiable incident occurs
 - PCBU is made aware of the notifiable incident by a worker or HSR
 - PCBU is responsible for notifying WHSQ of the incident immediately by the fastest possible means (an appropriate person outlined in section 4 of this document can also notify WHSQ)
 - by phone on 1300 362 128
 - or by completing the online form at <https://ols.workcoverqld.com.au/ols/public/incident/registration.wc> [7]
 - or by downloading and completing the WHSQ incident notification form https://www.worksafe.qld.gov.au/_data/assets/pdf_file/0020/82505/incidents_form.pdf [9]
- and send it by facsimile to (0) 3874 7730 or by email to whsq.aaa@justice.qld.gov.au [10], [11]

- Written notice of the incident may be requested by WHSQ during phone call and must be given within 48 hours (written notice can be given via facsimile, email or other electronic means)
 - PCBU submits insurance claim to WorkCover Queensland [9] or other worker compensation insurer [4]
 - For more details please see <https://www.worksafe.qld.gov.au/injury-prevention-safety/incidents-and-notifications/notify-of-an-incident> [12]
- <https://www.worksafe.qld.gov.au/injury-prevention-safety/incidents-and-notifications/what-is-an-incident> [4]

7. Outside of business hours

- The PCBU is responsible for calling 1300 362 128 to be connected to WHSQ's after-hours messaging service. The notification details will be referred to a WHSQ on-call inspector who will contact the PCBU within a timeframe that has regard to the seriousness of the incident. If the PCBU wish to disturb the incident site, he needs to wait for WHQ on-call inspector to return the call [4].

8. Records

These records must be kept securely for 5 years.

- ☐ WHSQ Incident Notification form or a record of each notifiable incident (must be kept for at least 5 years from the day that the notice of the incident is given to the regulator [1]-[3])

9. Related documents and websites

| | |
|-----------------------------------|--|
| Associated legislations | <p>Work Health and Safety Act 2011 (Current as at 22 April 2016) [1]</p> <p>Safety in Recreational Water Activities Act 2011 [2]</p> <p>Electrical Safety Regulation 2013 (Current as at 1 July 2016) [3]</p> <p>Electrical Safety Act 2002 [5]</p> |
| Associated Form(s) and procedures | <p>WHSQ Incident Notification form (completed online)</p> <p>https://ols.workcoverqld.com.au/ols/public/incident/registration.wc [7]</p> <p>WHSQ Incident Notification form (to be scanned and emailed or faxed)</p> <p>https://www.worksafe.qld.gov.au/_data/assets/pdf_file/0020/82505/incidents_form.pdf [9]</p> <p>Notification of Incidents to WHSQ procedure</p> |
| Standards | <p>AS 1885.1-1990: Measurement of occupational health and safety performance - Describing and reporting occupational injuries and disease (Workplace injury and disease recording standard)</p> <p>AS/NZS 4804:2001 Occupational health and safety management systems - specification with guidance for use</p> |
| Associated official websites | <p>Definitions.</p> <p>https://www.worksafe.qld.gov.au/injury-prevention-safety/incidents-and-notifications/what-is-an-incident [4]</p> <p>https://www.worksafe.qld.gov.au/_data/assets/pdf_file/0006/82545/guide-to-work-health-and-safety-act-2011.pdf [6]</p> <p>https://www.business.qld.gov.au/business/running/workplace-health-safety/incident-reporting/disturbing-site-notifiable [8]</p> <p>https://www.worksafe.qld.gov.au/injury-prevention-safety/incidents-and-notifications/incidents-and-notifications [10]</p> <p>https://www.business.qld.gov.au/business/running/workplace-health-safety/incident-reporting/notifying [11]</p> <p>https://www.worksafe.qld.gov.au/injury-prevention-safety/incidents-and-notifications/notify-of-an-incident [12]</p> |

10. Appendix A Schedule 11 Placard and manifest quantities

(Please refer to Appendix A and B pdf file)

11. Appendix B Schedule 15 Hazardous chemicals at major hazard facilities (and their threshold quantity)

(Please refer to Appendix A and B pdf file)