



INCIDENT REPORT & INVESTIGATION PROCEDURE

Version No	4.0
Issued	16 th Feb 2016
Next Review	February 2019
GDS	12.63.1

1. OVERVIEW

The District Council of Orroroo Carrieton (the organisation) is committed to an incident reporting and investigation process that identifies appropriate corrective and preventative actions that are implemented and reviewed for effectiveness.

This Procedure aims to:

- (a) Implement a process whereby information on the organisation’s Incident Reporting and Investigation Procedure is provided during induction;
- (b) Provide managers and supervisors with training to enable them to investigate incidents that occur in their areas;
- (c) Provide a process for the reporting of incidents to the relevant manager or supervisor within 24 hours, or as soon as reasonably practicable after they occur;
- (d) Manage statutory reporting in accordance with legislative requirements;
- (e) Allow for the investigation of incidents by managers and supervisors and, where required, consultation with the Health and Safety Representative (‘HSR’) and/or relevant workers and stakeholders;
- (f) Identify and eliminate hazards or, where that is not reasonably practicable, minimise them, so far as is reasonably practicable, by the application of the Hierarchy of Control;
- (g) Implement a procedure that allows for preventative and corrective actions to be monitored and reviewed for effectiveness; and
- (h) Allow for a review of incident statistics by the Health and Safety Committee (HSC) and the management team so that trends are identified and planned corrective and preventative actions are completed.

SIGNED
Chief Executive Officer

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Deputy Chairperson, WHS Committee

Date: 16 / 2 / 2016

Date: 16 / 2 / 2016

2. CORE COMPONENTS

The core components of the organisation’s Incident Reporting and Investigation Procedure aim to achieve the following:

- (a) Reporting
 - i. A procedure for the reporting of incidents is in place;
 - ii. Staff are trained in the reporting requirements and system;
 - iii. The system has a requirement to report (internally and externally);
 - iv. Immediate corrective action is taken where required; and
 - v. Incident reports are documented and records kept.
- (b) Investigation
 - i. A process for the investigation of incidents is in place;
 - ii. Appropriate staff are trained in the investigation process;
 - iii. Investigations are undertaken in line with the process;
 - iv. The investigation identifies preventative and corrective actions, if required;
 - v. The system requires any investigation to be documented and records kept;
 - vi. Appropriate consultation/communication occurs; and
 - vii. Investigations are appropriately completed including a review of the findings.

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3. DEFINITIONS

Corrective Action	Action to eliminate the cause of, or to control, an identified hazard
Dangerous incident	<p>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—</p> <ul style="list-style-type: none"> (a) an uncontrolled escape, spillage or leakage of a substance; or (b) an uncontrolled implosion, explosion or fire; or (c) an uncontrolled escape of gas or steam; or (d) an uncontrolled escape of a pressurised substance; or (e) electric shock; or (f) the fall or release from a height of any plant, substance or thing; or (g) 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; or (h) the collapse or partial collapse of a structure; or (i) the collapse or failure of an excavation or of any shoring supporting an excavation; or (j) the inrush of water, mud or gas in workings, in an underground excavation or tunnel; or (k) the interruption of the main system of ventilation in an underground excavation or tunnel; or (l) any other event prescribed by the regulations. <p>[as defined by the Work Health and Safety Act 2012: Section 37]</p>
HSR	Health and Safety Representative
Hierarchy of Control	<p>If it is not reasonably practicable for risks to health and safety to be eliminated, risks must be minimised, so far as is reasonably practicable, by doing one or more of the following:</p> <ul style="list-style-type: none"> (a) substituting (wholly or partly) the hazard giving rise to the risk with something that gives rise to a lesser risk; (b) isolating the hazard from any person exposed to it; or (c) implementing engineering controls. <p>If a risk then remains, the duty holder must minimise the remaining risk, so far as is reasonably practicable, by implementing administrative controls.</p> <p>If a risk then remains the duty holder must minimise the remaining risk, so far as is reasonably practicable, by ensuring the provision and use of suitable personal protective equipment.</p> <p>[as defined by the Work Health and Safety Regulations 2012 Regulation 36]</p>
Incident	<p>Any unplanned event resulting in, or having a potential for injury, ill health, damage or other loss</p> <p>[as defined by Australian/New Zealand Standard AS/NZS 4801:2001 Occupational health and safety management systems—Specification with guidance for use].</p>
Incident Classifications (Water and Sewerage)	<p>Priority type 1 incidents are notifiable and have caused:</p> <ul style="list-style-type: none"> • death or serious impact on health, safety, environment and community (HSEC); • significant facility breakdown (impacting greater than 5000 customers for a major entity or greater than 20% of the customers for minor or intermediate entities); • significant private property damage (greater than \$1M for a major entity or greater than \$100,000 for minor or intermediate entities). <p>Type 1 incidents could cause:</p> <ul style="list-style-type: none"> • death or serious impact on health, safety, environment and community (HSEC); • significant facility breakdown (which impacts more than 5000 customers for

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	<p>major entities and/or property damage or greater than 20% of the customers for minor or intermediate entities);</p> <ul style="list-style-type: none"> significant private property damage (greater than \$1M for a major entity or greater than \$100,000 for minor or intermediate entities). <p>Type 2 incidents have resulted in:</p> <ul style="list-style-type: none"> near miss of a health, safety, environment and community (HSEC) nature; facility breakdown (which impacts less than 5000 customers for major entities and/or property damage or less than 20% of the customers for minor or intermediate entities); private property damage (less than \$1M for a major entity or less than \$100,000 for minor or intermediate entities).
LGAWCS	Local Government Association Workers Compensation Scheme
Notifiable incident	<p>(a) the death of a person; or (b) a serious injury or illness of a person; (c) a dangerous incident. [as defined by the Work Health and Safety Act 2012 Section 35]</p>
Preventative Action	Proactive action taken before an incident occurs
Serious injury or illness	<p>An injury or illness requiring the person to have—</p> <p>(a) immediate treatment as an in-patient in a hospital; or (b) immediate treatment for—</p> <ol style="list-style-type: none"> the amputation of any part of his or her body; or a serious head injury; or a serious eye injury; or a serious burn; or the separation of his or her skin from an underlying tissue (such as degloving or scalping); or a spinal injury; or the loss of a bodily function; or serious lacerations; or <p>(c) medical treatment within 48 hours of exposure to a substance [as defined by the Work Health and Safety Act 2012: Section 36]</p>
Worker	<p>A person is a <i>worker</i> if the person carries out work in any capacity for a person conducting a business or undertaking, including work as—</p> <ol style="list-style-type: none"> an employee; or a contractor or subcontractor; or an employee of a contractor or subcontractor; or an employee of a labour hire company who has been assigned to work in the person's business or undertaking; or an outworker; or an apprentice or trainee; or a student gaining work experience; or a volunteer; or a person of a prescribed class. <p>[as defined by the Work Health and Safety Act 2012: Section 7]</p>
Workplace	<p>A workplace is a place where work is carried out for a business or undertaking and includes any place where a worker goes, or is likely to be, while at work. 'Place' includes—</p> <ol style="list-style-type: none"> a vehicle, vessel, aircraft or other mobile structure; and any waters and any installation on land, on the bed of any waters or floating on any waters. <p>[as per the Work Health and Safety Act, 2012, Section 8]</p>

4. PROCEDURE

4.1. Incident occurrence

- 4.1.1. Once an incident has occurred, the person(s) involved should (if possible) take whatever steps are necessary to control the hazard in order to prevent further incidents/injury and seek first aid assistance if required.
- 4.1.2. Workers must notify their manager or supervisor as soon as reasonably practicable after the incident has occurred. Where the incident involves a contractor, the contractor's manager or supervisor must notify the Contract Superintendent as soon as reasonably practicable.
- 4.1.3. The relevant manager or supervisor must, if required, take steps to make the area safe, including taking reasonably practicable steps to eliminate the hazard or apply interim controls.
- 4.1.4. The relevant manager or supervisor must notify the Manager of Corporate & Community Services as soon as any incident occurs that requires reporting to a Regulator so as to enable early intervention and return to work processes to commence.

4.2. Secure incident site for notifiable incidents

- 4.2.1. The relevant manager or supervisor must ensure, so far as is reasonably practicable, that the site or any plant, substance, structure or thing associated with the notifiable incident is not disturbed until the regulator arrives at the site or as directed by the regulator.
- 4.2.2. Section 4.2.1 does not prevent action being taken for the following reasons:
 - (a) To assist an injured person; or
 - (b) To remove a deceased person; or
 - (c) To make the site safe so as to avoid the real risk of a further notifiable incident; or
 - (d) To assist with a police investigation at the direction of the police; or
 - (e) Action taken with the permission of the regulator.

4.3. Statutory reporting undertaken

If any of the following incidents occur the Manager of Corporate & Community Services must check that the statutory reporting obligations are fulfilled as follows:

- 4.3.1. A notifiable incident is reported to [SafeWork SA](#) by the fastest possible means (telephone 1800 777 209 - 24 hours a day) immediately after becoming aware that a notifiable incident has occurred.
- 4.3.2. Any incident occurring that involves electricity or an electric shock, gas or plumbing is reported to the [Office of the Technical Regulator](#) (telephone: 8226 5518; Business Hours or 1800 558 811 After Hours):
 - (a) In the case of a death resulting from the incident - immediately by telephone
 - (b) In the case of a person requiring medical assistance resulting from the incident - within one working day of the incident
 - (c) In any other case that involves electricity - within ten working days of the incident
 - (d) Gas incidents resulting in damage to property of \$5,000 or more – within ten working days of the incident
 - (e) Gas incidents involving a gas infrastructure pipeline (operating above 1050 kPa) resulting in any injury or damage to property, or incidents requiring the attendance of a fire brigade – within one month from the date of the incident.
 - (f) In the case of Water or Sewerage system incidents;
 - i. For Priority type 1 incidents – Verbal notification immediately and written notification within 24 hours

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- ii. For Type 1 incidents - Verbal notification within 3 hours and written notification within 24 hours
 - iii. For Type 2 incidents - Verbal notification not required and written notification within 10 working days.
- Further guidance can be found [here](#)
- 4.3.3. Whenever any statutory reports have been made, the Manager of Corporate & Community Services should ensure that the LGAWCS has been notified.
- 4.3.4. Any claim for worker's compensation should be reported in accordance with the Workplace Return to Work Procedure.
- 4.4. Manager or supervisor notifies HSR
 - The relevant manager or supervisor must consult, so far as is reasonably practicable, with the HSR (if one exists for the work group) on work health and safety matters, including the occurrence of an incident.
- 4.5. Documentation
 - 4.5.1. An incident should be recorded on the Incident Report and Investigation form, (included at Appendix A), by the person who was involved in the incident, or, if this is not possible, by their manager and supervisor, as soon as possible after it has occurred or at least within 24 hours of it occurring.
 - 4.5.2. The form should be forwarded to the relevant manager or supervisor.
- 4.6. Incident investigation
 - 4.6.1. The relevant manager or supervisor should investigate the incident having regard to the requirements of the organisation's Communication and Consultation Procedure.
 - 4.6.2. The investigation should commence as soon as possible or at least within 24 hours of receiving notice of the incident. Depending upon the complexity and nature of the incident, the investigation may involve HSR(s), workers or stakeholders and may require external expertise. The LGAWCS is available to provide assistance and advice if required. The LGAWCS can be contacted on 0417 854 323 (Rob Castle, Regional Risk Coordinator).
 - 4.6.3. The focus of the investigation is to obtain an accurate picture of what occurred by:
 - (a) Examining the scene of the incident and recording (as relevant) any physical evidence related to the event such as, but not limited to:
 - i. The location of the person(s) at the time of the event;
 - ii. Any issues associated with the use of any plant, equipment, or substances; and
 - iii. Relevant workplace conditions such as lighting, floor surface, warning signs, weather conditions.
 - (b) Interviewing persons involved and witnesses ;
 - (c) Reviewing background information including, but not limited to:
 - i. Documented procedures, safe operating procedures or work instructions for the work being carried out, and if there were any deviations from them;
 - ii. Maintenance and testing reports, if plant or equipment are involved;
 - iii. Training and competency records; and
 - iv. Any similar events that have occurred previously.
 - 4.6.4. The findings should be recorded on the Incident Report and Investigation form.

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4.7. Risk assessment

- 4.7.1. The relevant manager or supervisor will conduct a risk assessment (or review the risk assessment if one already exists) to determine:
- How severe a risk is and the harm could arise from it;
 - How the hazard may cause harm;
 - The likelihood of harm occurring;
 - Whether the existing control measures are effective;
 - What action should be taken to control the risk; and
 - How urgently the action needs to be taken.
- 4.7.2. The relevant manager or supervisor will consult with workers and other key stakeholders when identifying hazards and assessing risks to health and safety arising from the work carried out or to be carried out.

4.8. Corrective or preventative actions

- 4.8.1. The relevant manager or supervisor will identify the corrective or preventative actions ('CAPAs') required to control identified risks.
- 4.8.2. The relevant manager or supervisor will consult with workers and other key stakeholders when making decisions about ways to eliminate or minimise risks, including proposed CAPAs.
- 4.8.3. The findings should demonstrate that any risks to health and safety are eliminated, or where that is not reasonably practicable, minimised so far as is reasonably practicable, by applying the Hierarchy of Control and prioritising action in accordance with the Hazard Management Procedure.
- 4.8.4. Depending on the outcomes of the risk assessment and investigation, both short and long term control measures may be required.
- 4.8.5. The relevant manager or supervisor will make sure that the completed form is forwarded to the Manager of Corporate & Community Services.
- 4.8.6. The Manager of Corporate & Community Services will make sure that the incident is recorded and investigation findings are logged on the Corrective Action Register.

4.9. Monitor and review

- 4.9.1. The relevant manager or supervisor will:
- Discuss, monitor and evaluate controls for effectiveness in consultation with workers and other relevant stakeholders;
 - Recommence the risk assessment process if new hazards are identified;
 - Include a review of any controls implemented into workplace inspections, as relevant;
 - Communicate the outcomes of the incident investigation process to the HSC; and
 - Close out the Incident Report and Investigation form when actions have been reviewed for effectiveness and send the completed form to the Manager of Corporate & Community Services.
- 4.9.2. The Manager of Corporate & Community Services will monitor incident statistics and present a report to the management team and HSC. This should include outstanding items on the Corrective Action Register.
- 4.9.3. The HSC should monitor the incident statistics during its meetings.
- 4.9.4. The management team will review incident statistics and reports and direct action when required. Minutes should record outcomes of discussions and proposed actions.
- 4.9.5. The incident reporting and investigation program should be subject to internal audit and the audit findings should be reported as part of the ongoing management review process.

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5. TRAINING

- 5.1. The Incident Reporting and Investigation Procedure will be explained during the induction process.
- 5.2. Managers, supervisors, HSRs and the HSC should be trained in incident investigation.
- 5.3. Persons undertaking risk assessments mandated by legislation eg plant, hazardous substances, confined spaces etc should have specific training to address those legislative requirements.

6. RECORDS

The following records should be maintained:

- 6.1. Incident report and investigation forms
- 6.2. Information related to worker's compensation claims
- 6.3. Information in relation to legal proceedings involving the District Council of Orroroo Carrieton
- 6.4. Risk assessments
- 6.5. Corrective Action Register
- 6.6. Training

Records must be managed in line with the current version of General Disposal Schedule 20 for Local Government.

7. RESPONSIBILITIES AND ACCOUNTABILITIES

- 7.1. The Management Team is accountable for:
 - 7.1.1. Monitoring that the organisation meets its legislative responsibilities for incident reporting, investigation and hazard management;
 - 7.1.2. Approval of expenditure necessary for the implementation of corrective and preventative actions;
 - 7.1.3. Making sure managers and supervisors have been provided with training and instruction to investigate incidents effectively;
 - 7.1.4. Making sure workers have been provided with training and can apply incident reporting and investigation and hazard management procedures within the limits of their responsibility;
 - 7.1.5. Monitoring the Corrective Action Register and enforcing close-out of items when required;
 - 7.1.6. Reviewing incident statistics, identifying trends and directing corrective action as required;
 - 7.1.7. Making sure the management review process includes incident reporting and investigation; and
 - 7.1.8. Monitoring compliance with statutory notices, where issued.
- 7.2. Managers and supervisors are accountable for:
 - 7.2.1. Providing workers with the necessary information, instruction, training and supervision to enable them to apply the Incident Reporting and Investigation and Hazard Management Procedures and undertake their tasks safely;
 - 7.2.2. Making sure any worker who is involved in any incident in the workplace receives first aid, medical attention or other relevant support (such as transportation to a medical facility if immediate medical treatment is required);
 - 7.2.3. Reporting immediately after they become aware, to the Manager of Corporate & Community Services if any of the following occurs in the areas under their control:
 - (a) A notifiable incident;
 - (b) Any incident occurs that involves electricity or an electric shock, gas or plumbing; or
 - (c) Any incident where a claim for worker's compensation may be made.

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- 7.2.4. Securing the scene of an incident;
 - 7.2.5. Notifying the HSR once an incident occurs;
 - 7.2.6. Undertaking an investigation and risk assessment;
 - 7.2.7. Identifying, implementing and reviewing corrective actions for effectiveness;
 - 7.2.8. Including discussion and review of corrective actions arising from incident investigations in department meetings;
 - 7.2.9. Updating the Corrective Action Register and checking that close out of items occurs;
 - 7.2.10. Recommencing the risk assessment process if new hazards are identified;
 - 7.2.11. Including a review of controls implemented into workplace inspections, as relevant;
 - 7.2.12. Communicating the outcomes of the incident investigation process to the management team and HSC;
 - 7.2.13. Forwarding the completed Incident Report and Investigation form to the Manager of Corporate & Community Services; and
 - 7.2.14. Complying with relevant LGAWCS procedures, including the Workplace Return to Work Procedure.
- 7.3. The Manager of Corporate & Community Services is accountable for:
- 7.3.1. Undertaking statutory reporting when required;
 - 7.3.2. Notifying LGAWCS when statutory reporting has occurred;
 - 7.3.3. Monitoring incident statistics and presenting a regular report to the management team and HSC;
 - 7.3.4. Communicating changes in relevant WHS legislation across the organisation.
- 7.4. Workers are accountable for:
- 7.4.1. Attending training when required;
 - 7.4.2. Reporting incidents to their manager or supervisor as soon as reasonably practicable;
 - 7.4.3. Completing the Incident Report and Investigation form as soon as practicable after the event or within 24 hours of the event occurring;
 - 7.4.4. Completing any documentation required for a claim under the Return to Work Act 2014 in accordance with the Workplace Return to Work Procedure.
 - 7.4.5. Participating in any incident investigation as required;
 - 7.4.6. Complying with corrective or preventative actions implemented by the organisation;
 - 7.4.7. Reporting any new hazards to their manager or supervisor as they arise; and
 - 7.4.8. Complying with the requirements of this Procedure that apply to them.
- 7.5. Health and safety representatives may:
- 7.5.1. Facilitate consultation between managers and workers in relation to workplace health and safety issues that affect the workgroup that they represent; and
 - 7.5.2. Assist in the resolution of WHS issues.
- 7.6. The HSC's functions include:
- 7.6.1. Assisting with the return to work of workers who have suffered work-related injuries;
 - 7.6.2. Reviewing incident statistics and trends and recommending action as required;
 - 7.6.3. Reviewing the Corrective Action Register and referring issues to the management team that require management direction or enforcement.
- 7.7. Contractors and others are responsible for:
- 7.7.1. Complying with the requirements of this procedure
 - 7.7.2. Reporting incidents to the Contract Superintendent as soon as reasonably practicable.

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8. REVIEW

- 8.1. The Incident Reporting and Investigation Procedure should be reviewed by the WHS Committee, in consultation with workers or their representatives, every three (3) years or more frequently if legislation or organisational needs change. This may include a review of:
- 8.1.1. Feedback from managers, workers, HSRs, HSC or other stakeholders;
 - 8.1.2. Legislative compliance;
 - 8.1.3. Audit findings relating to incident reporting and investigation;
 - 8.1.4. Incident reports, claims costs and trends; and
 - 8.1.5. Any other relevant information.
- 8.2. The reviews may result in preventative and/or corrective actions being implemented or revision of this document.

9. REFERENCES

- [Work Health and Safety Act 2012](#)
- [Work Health and Safety Regulations 2012](#)
- [General Disposal Schedule 20 for Local Government](#)
- [Electricity \(General\) Regulations 2012](#)

10. RELATED DOCUMENTS

- Corrective and Preventative Action Procedure
- Electrical Safety Procedure
- First Aid Procedure
- Hazard Management Procedure

REVIEW HISTORY

Version No:	Issue Date:	Description of Change:
1.0	Dec 2010	New Document
2.0	05/04/13	Name changed from Accident/Incident Investigation and Reporting Procedure to current title to better reflect the process flow. Terminology changes to reflect 2012 WHS Act, Regulations and Codes of Practice. Examples of changes include: OHS to WHS and employee to worker where appropriate. Examples of changes include: Clarified section 4.2 Securing an incident site, to make clear actions that can and cannot be taken regarding an incident site. Update of notifiable incident information
3.0	23/3/2015	Reviewed – no changes
4.0	16/2/2016	Incident Reporting & Investigation form template added; Update Electricity (General) Regulations to 2012; updated notification requirements to include Gas and Plumbing notification requirements and language and formatting updates



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Appendix A: Incident Report & Investigation Form



INCIDENT REPORT & INVESTIGATION FORM

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INCIDENT REPORT #: _____

INSTRUCTIONS

This form is to be used to report all incidents. All occurrences must be reported to your immediate supervisor/manager as soon as practicable and within 24hrs.

Part A – To be completed by the injured person or another person on behalf of the injured person.

Part B – Completed by the Supervisor or Manager in the case of an injury. This also includes sections to be completed to record the treatment of the person.

Part C – To be completed by the Manager/Supervisor in consultation with ALL affected parties, Health & Safety Representative to be informed and invited to be involved.

If a workers compensation claim is to be lodged, it is required to be submitted to the LGAWCS within 24 hours of receiving notification from the injured employee that they will be lodging a claim.

PART A

DETAILS OF THE INCIDENT

DATE OF INCIDENT	/	/	TIME	AM PM	DATE OF FORM LODGEMENT	/	/
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DETAILS OF PERSONS INVOLVED

Full Name:		Date of Birth:	
Occupation		Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female
Contact Number:	Wk	Hm	Mob
Home Address:			

DETAILS OF PERSON SUBMITTING DETAILS (if different to above)

Full Name			
Contact Number:	Wk	Hm	Mob

DETAILS OF PERSONS WHO (WITNESSED INCIDENT) OR (FIRST RESPONDER) *Please tick the appropriate*

Full Name			
Contact Number:	Wk	Hm	Mob

***Please Note: Where there is more than one witness an extra sheet with details will need to be attached.**

DESCRIBE ACTIVITIES BEING UNDERTAKEN AND WHAT HAPPENED

Location (<i>Physical Location</i>):	Specific Area:(eg particular building/room, while in transit)
----------------------------------------	---------------------------------------------------------------

Incident resulted in: <input type="checkbox"/> No Injury <input type="checkbox"/> Injury (Lost time) <input type="checkbox"/> Damage to Property <input type="checkbox"/> Exacerbation of previous injury <input type="checkbox"/> Injury (No lost time) <input type="checkbox"/> Near Miss	Position of person involved/injured: <input type="checkbox"/> Employee <input type="checkbox"/> Self-employed <input type="checkbox"/> Visitor <input type="checkbox"/> Contractor <input type="checkbox"/> Volunteer <input type="checkbox"/> Other.....
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NOTIFICATION OF CERTAIN WORK RELATED INJURIES AND DANGEROUS OCCURRENCES

There are external notification requirements to SafeWork SA and The Office of the Technical Regulator, as per Part 3 of the WHS Act 2012. Refer to section 4.3 of the Incident Reporting and Investigation Procedure.

The Nominated Person to make this determination for the District Council of Orroroo Carrieton is the Manager of Corporate & Community Services Reason for notification:

Have you contacted the Nominated Person? Yes No Is the incident notifiable? Yes No

Has SafeWork SA been notified within 24 hrs? Yes No **SafeWork SA: 1800 777 209** SWSA Ref Number:

Office of the Technical Regulator incident reporting 8226 5518 (Mon–Fri 8.30am to 4.30pm) or 1800 558 811 (24 hours)

Note: Any incident regarded as notifiable (as per S35 WHS Act 2012) requires the site to be secured until an Inspector has agreed to the site being opened.



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PART B

NATURE OF INJURY		NATURE OF DISEASE	
(Please tick box for principle injury/disease)			
<input type="checkbox"/>	Fracture (excluding of vertebral column)	<input type="checkbox"/>	Other and unspecified injuries
<input type="checkbox"/>	Fracture of vertebral column with or without mention of spinal cord lesion	<input type="checkbox"/>	Other diseases of the nervous system and sense organs
<input type="checkbox"/>	Dislocations	<input type="checkbox"/>	Eye disorders (non-traumatic)
<input type="checkbox"/>	Sprains and strains of joints and adjacent muscles (including acute trauma sprains and strains only)	<input type="checkbox"/>	Deafness
<input type="checkbox"/>	Intracranial injury, including concussion	<input type="checkbox"/>	Disorders of muscle, tendons and other soft tissues (includes synovitis, tenosynovitis, bursitis)
<input type="checkbox"/>	Internal injury of chest, abdomen and pelvis	<input type="checkbox"/>	Other diseases of the musculoskeletal system and connective tissue
<input type="checkbox"/>	Traumatic amputation, including enucleation of eye (loss of eyeball)	<input type="checkbox"/>	Dermatitis and other eczema
<input type="checkbox"/>	Open wound not involving traumatic amputation	<input type="checkbox"/>	Other diseases of the skin and subcutaneous tissue
<input type="checkbox"/>	Superficial injury	<input type="checkbox"/>	Hernia
<input type="checkbox"/>	Contusion with intact skin surface and crushing injury, excluding those with fracture	<input type="checkbox"/>	Other diseases of the digestive system
<input type="checkbox"/>	Foreign body of external eye, in ear or nose or in respiratory, digestive or reproductive systems (including choking)	<input type="checkbox"/>	Diseases of the respiratory system (including asthma, legionnaires disease, asbestosis, pneumoconiosis)
<input type="checkbox"/>	Burns	<input type="checkbox"/>	Infectious and parasitic diseases
<input type="checkbox"/>	Injuries to nerves and spinal cord without evidence of spinal bone injury	<input type="checkbox"/>	Disease of the circulatory system (including heart disease, hypertension, hypotension, varicose veins)
<input type="checkbox"/>	Poisoning and toxic effects of substances	<input type="checkbox"/>	Cancers and other neoplasms
<input type="checkbox"/>	Effects of weather, exposure, air pressure and other external causes (including bends, drowning, electrocution)	<input type="checkbox"/>	Mental disorders
<input type="checkbox"/>	Multiple injuries (only to be used where no principal injury can be identified)	<input type="checkbox"/>	Other diseases
<input type="checkbox"/>	Damage to artificial aids		

BODILY LOCATION OF INJURY / DISEASE (Please tick box for principle body location of injury/disease)					
		LEFT/RIGHT			LEFT/RIGHT
<input type="checkbox"/>	Eye		<input type="checkbox"/>	Shoulders and arms	
<input type="checkbox"/>	Ear		<input type="checkbox"/>	Hands and Fingers	
<input type="checkbox"/>	Face		<input type="checkbox"/>	Hips and legs	
<input type="checkbox"/>	Head (other than eye, ear and face)		<input type="checkbox"/>	Feet and toes	
<input type="checkbox"/>	Neck		<input type="checkbox"/>	Internal Organs (located in the trunk)	
<input type="checkbox"/>	Back		<input type="checkbox"/>	Multiple locations (more than one of the above)	
<input type="checkbox"/>	Trunk (other than back and excluding internal organs)		<input type="checkbox"/>	General and unspecified locations	

MECHANISM OF INJURY / DISEASE		BREAKDOWN AGENCY / & AGENCY OF INJURY / DISEASE	
(Please tick box for principle mechanism and breakdown agency of injury/disease)			
<input type="checkbox"/>	Falls from a height	<input type="checkbox"/>	Unspecified mechanisms of injury
<input type="checkbox"/>	Falls on the same level (including trips and slips)	<input type="checkbox"/>	Machinery and fixed plant
<input type="checkbox"/>	Hitting objects with a part of the body	<input type="checkbox"/>	Mobile plant
<input type="checkbox"/>	Exposure to mechanical vibration	<input type="checkbox"/>	Road transport
<input type="checkbox"/>	Being hit by moving objects	<input type="checkbox"/>	Other transport
<input type="checkbox"/>	Exposure to sharp, sudden sound	<input type="checkbox"/>	Powered equipment, tools and appliances
<input type="checkbox"/>	Long term exposure to sounds	<input type="checkbox"/>	Non-powered hand tools
<input type="checkbox"/>	Exposure to variations in pressure (other than sound)	<input type="checkbox"/>	Non-powered equipment
<input type="checkbox"/>	Repetitive movement with low muscle loading	<input type="checkbox"/>	Chemicals
<input type="checkbox"/>	Other muscular stress	<input type="checkbox"/>	Non-metallic substances
<input type="checkbox"/>	Contact with electricity	<input type="checkbox"/>	Other materials, substances or objects
<input type="checkbox"/>	Contact or exposure to heat and cold	<input type="checkbox"/>	Outdoor environment
<input type="checkbox"/>	Exposure to radiation	<input type="checkbox"/>	Indoor environment
<input type="checkbox"/>	Single contact with chemical or substance (excludes insect or spider bites and stings)	<input type="checkbox"/>	Underground environment
<input type="checkbox"/>	Long term contact with chemical or substance	<input type="checkbox"/>	Live animals
<input type="checkbox"/>	Other contact with chemical or substance (includes insect and spider bites and stings)	<input type="checkbox"/>	Non-living animals
<input type="checkbox"/>	Contact with, or exposure to, biological factors	<input type="checkbox"/>	Human agencies
<input type="checkbox"/>	Exposure to mental stress factors	<input type="checkbox"/>	Biological agencies
<input type="checkbox"/>	Slide or cave-in	<input type="checkbox"/>	Non-physical agencies
<input type="checkbox"/>	Vehicle accident	<input type="checkbox"/>	Other agencies
<input type="checkbox"/>	Other and multiple mechanisms of injury Provide details _____	<input type="checkbox"/>	Unspecified agencies

TREATMENT	OUTCOME
<input type="checkbox"/> Nil <input type="checkbox"/> First Aid <input type="checkbox"/> Doctor <input type="checkbox"/> Ambulance <input type="checkbox"/> Hospital	<input type="checkbox"/> Returned to work ie No lost time other than for First Aid or examination by a Doctor.
Please Note: If first aid is administered, this needs to be recorded as per the First Aid Procedure requirements.	



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If work ceased: **Date:** / / **Time:**.....

PART C

INCIDENT INVESTIGATION:

Name of Team Members conducting the Investigation

Date of Investigation: / /

What happened? Please include a description of events and evidence gathered from the investigation process.

Note: If a more extensive investigation is required eg with photographs, statements etc please provide the report reference number here.

Background information considered in the analysis of the incident

(List documentation reviewed, such as risk assessments, safe work instructions, manufacturer's/supplier's instructions, SDS's etc)

FACTORS CONTRIBUTING TO THE INCIDENT *(Describe the specific contributing factors in the boxes)*

People <i>(eg culture, language, fatigue?)</i>	
Environment <i>(eg lighting, temperature, wind?)</i>	
Plant/Equipment <i>(eg guarding, maintenance, type of plant/equipment?)</i>	
Materials <i>(eg suitable for task, clothing, footwear, personal protective equipment, materials used?)</i>	
Procedure/Job/Task <i>(eg appropriate procedure, task organisation, training, SOP's, supervision?)</i>	

LIST ACTIONS TO PREVENT REOCCURRENCE

Manager/Supervisor should complete in consultation with the HSR where possible, with reference to the Hierarchy of Control, as below.

1. ELIMINATION	<p>Can you eliminate the hazard altogether? The most effective control measure involves eliminating the hazard and associated risk by:</p> <ol style="list-style-type: none"> a. Not introducing the hazard into the workplace. b. Designing out hazards. c. Removing the hazard completely, for example, by removing trip hazards on the floor or disposing of unwanted chemicals. d. If the hazard cannot be eliminated, eliminate as many of the risks associated with the hazard as possible.
2. SUBSTITUTION	<p>Can you substitute the hazard with something safer - wherever possible replace the hazard with something that does the same job but with a lower level of risk.</p>
3. ISOLATION	<p>Can you physically separate the source of harm from people by distance or using barriers. For instance, install guard rails around exposed edges and holes in floors; use remote control systems to operate machinery; store chemicals in a fume cabinet.</p>
4. ENGINEERING	<p>Can you apply an engineering control? This is a control measure that is physical in nature, including a mechanical device or process. For instance, use mechanical devices such as trolleys or hoists to move heavy loads; place guards around moving parts of machinery; install residual current devices (electrical safety switches).</p>
5. ADMINISTRATION	<p>Can you use administrative controls? These are work methods or procedures that are designed to minimise exposure to a hazard. For instance, develop procedures on how to operate machinery safely, limit exposure time to a hazardous task, use signs to warn people of a hazard.</p>
6. PERSONAL PROTECTIVE EQUIPMENT	<p>As a final option do you need to use personal protective equipment (PPE)?. Examples of PPE include ear muffs, respirators, face masks, hard hats, gloves, aprons and protective eyewear. PPE limits exposure to the harmful effects of a hazard but only if workers wear and use the PPE correctly. Where PPE is used as a control the PPE must be:</p> <ol style="list-style-type: none"> a. Selected to minimise the risk to health and safety. b. Suitable for the nature of the work and any hazard associated with the work. c. A suitable size and fit and reasonably comfortable for the person wearing it. d. Maintained, repaired or replaced so that it continues to minimise the risk



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Immediate Action Taken:

	Date Completed Time	am / pm
	Date Completed Time	am / pm

Interim Controls (Short Term):

	CAPA No	
	CAPA No	

Proposed Permanent Controls:

	CAPA No	

Hazard Register Updated:

Yes No

Ref no:

Risk Assessment Ref No:

Has feedback been provided to the person/s involved in the incident?

Yes No

Date:

Have the root causes and appropriate controls been identified and recorded?

Yes No – (If No, a more comprehensive investigation must be undertaken).

RECOMMENDATIONS:

Corrective Actions: Which of the following corrective actions have been applied or are proposed? (Provide reasons.)

<input type="checkbox"/> Eliminate the hazard or task	<input type="checkbox"/> Modify plant/equipment	<input type="checkbox"/> Review/change PPE
<input type="checkbox"/> Procedure developed/reviewed	<input type="checkbox"/> Maintenance review	<input type="checkbox"/> Disciplinary action
<input type="checkbox"/> Purchase new plant/equipment	<input type="checkbox"/> Job redesign	<input type="checkbox"/> Substitution
<input type="checkbox"/> Change work environment	<input type="checkbox"/> Provide training	<input type="checkbox"/> Other: _____

Investigation team additional comments

Investigation Team Sign Off (include worker, supervisor and/or manager)

Name:	Signature:	Date:	/ /
Name:	Signature:	Date:	/ /
Name:	Signature:	Date:	/ /

Chief Executive Officer Sign Off

Name:	Signature:	Date:	/ /
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Final Check: (Office Use Only)

- Notify SafeWork SA and/or Office of Technical Regulator of notifiable incidents
- Notify LGAWCS / LGAMLS of notifiable incident, Workers Compensation, Property or Public Liability Claim
- Risk assessment reviewed or undertaken
- Works request completed – Number: _____
- Corrective & preventative actions added to CAPA for review by HSC
- Corrective & preventative actions on CAPA reviewed by work team for effectiveness