WORKPLACES MUST REPORT ‘NOTIFIABLE INCIDENTS’ TO WORKSAFE ACT IMMEDIATELY:

- Immediately by the fastest means possible (telephone, email etc)
- The notice must also be given in writing within 48 hours of the incident.
- You can complete a Serious Event Report Form available from www.worksafe.act.gov.au

‘NOTIFIABLE INCIDENTS’ INCLUDE THE FOLLOWING:

- The death of a person; or
- A serious injury or illness of a person; or
- A ‘dangerous incident’.

A ‘SERIOUS INJURY OR ILLNESS’ INCLUDES ANY INCIDENT REQUIRING:

- Immediate treatment as an in-patient in a hospital
- Immediate treatment for certain serious injuries (refer to section 36 WHS Act 2011 for more information)
- Medical treatment within 48 hours of exposure to a substance.

A ‘DANGEROUS INCIDENT’ INCLUDES THE FOLLOWING:

- Risk to a person’s health or safety caused by incidents such as uncontrolled escape, spillage or leakage of a substance, an uncontrolled implosion, explosion, fire; or uncontrolled escape of gas or steam
- Refer to section 37 WHS Act 2011 for further information.

DUTY TO PRESERVE INCIDENT SITES

- At the time of reporting WorkSafe ACT may give directions to preserve the site of the incident until an inspector arrives.

RECORDS OF NOTIFIABLE INCIDENTS MUST BE KEPT FOR 5 YEARS AFTER THE DATE NOTICE IS GIVEN.

THE MAXIMUM PENALTY FOR FAILURE TO KEEP RECORDS OF NOTIFIABLE INCIDENTS IS $5,000 FOR AN INDIVIDUAL OR $25,000 FOR A BODY CORPORATE

THE MAXIMUM PENALTY FOR FAILURE TO COMPLY WITH THE NOTIFICATION REQUIREMENTS IS $10,000 IN THE CASE OF INDIVIDUALS OR $50,000 IN THE CASE OF A BODY CORPORATE.