

<b>TITLE:</b>	Incident Reporting Policy and Procedure		
<b>DIVISION:</b>	WHS		
<b>ADOPTED BY:</b>	Barkly Regional Council		
<b>DATE OF ADOPTION:</b>	19 April 2018	<b>DATE OF REVIEW:</b>	April 2020
<b>MOTION NUMBER:</b>	OC 70/18		
<b>POLICY NUMBER:</b>	WP0002		
<b>AUTHORISED:</b>	Chief Executive Officer		

### THIS POLICY APPLIES TO:

All employees of the Barkly Regional Council and its Elected Members.

### SUMMARY

All accidents and/or injuries to Barkly regional Council employees shall be reported according to the procedures detailed below to the appropriate supervisor/manager as soon as possible after the accident/incident occurs.

### OBJECTIVES

To ensure that all accidents and/or injuries to any Barkly Regional Council employees are reported to the appropriate supervisor/manager as soon as possible after the accident/incident occurs to obtain an accurate record of events and ensure the workplace remains safe.

### PROCEDURE

#### *Personal injuries*

All injuries to the Barkly Regional Council employee or members of the public at Council facilities must be reported to the appropriate supervisor/manager as soon as possible after the accident/incident occurs.

**Major Incidents:** All major incidents such as amputation, major vehicle/machinery accident, life threatening injury or death should be reported immediately to the CEO. The CEO is to report the same to Councilors as soon as practical or within 8 hours of the incident.

**Serious Incidents:** All incidents that cause serious injuries such as broken bones, serious penetrating injuries or medical incidents are to be reported immediately to the manager and within 4 hours to the CEO. The CEO must inform Councilors within 24 hours.

**Minor Incidents:** Incidents that cause minor injuries will be initially handled by the supervisor or relevant officer. The incidents are to be reported to the CEO within 48 hours.

All minor injuries that require consultation with a doctor or more than one day off shall be investigated by the supervisor/manager of that injured person.

Incident reports must be completed for all incidents as soon as possible by person/s involved and given to the relevant supervisor/manager for comment. The supervisor/manager must then deliver the completed report to the Chief Executive Officer.

## ***Dangerous Incidents (commonly referred to as 'near misses'):***

Notification is also required of any incident in relation to a workplace that exposes a worker or any other person to a serious risk resulting from an immediate or imminent exposure to:

- An uncontrolled escape, spillage or leakage of a substance
- An uncontrolled implosion, explosion or fire
- An uncontrolled escape of gas or steam
- An uncontrolled escape of a pressurized substance
- 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 design or item registered under the Work Health and Safety (National Uniform) 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, or
- Electric shock:

*Examples of electrical shocks those are notifiable:*

- Shock resulting from direct contact with exposed live electrical parts (other than 'extra low voltage') including shock from capacitive discharge

*Examples of electrical shock those are not notifiable:*

- Shock due to static electricity
- 'Extra low voltage' shock (i.e. arising from electrical equipment less than or equal to 50V AC and less than or equal to 120V DC)
- Defibrillators used deliberately to shock a person for first aid or medical reasons

## ***Prescribed Serious Illness***

Notification is also required for the following prescribed serious illness:

- 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:
  - With micro-organisms
  - That involves providing treatment or care to a person
  - That involves contact with human blood or body substances
  - That involves handling or contact with animals, animal hides, skins, wool or hair, animal carcasses or animal waste products.
- The following occupational zoonosis contracted in the course of work involving handling or contact with animals, animal hides, skins, wool or hair, animal carcasses or animal waste products:
  - Q fever
  - Anthrax
  - Leptospirosis
  - Brucellosis
  - Hendra Virus
  - Avian Influenza
  - Psittacosis.

## ***Damage to Plant/Machinery***

Damage to any vehicle, plant, machinery or any Council owned item must be reported immediately after the incident.

The damage reporting procedure is as follows and must be strictly adhered.

The employee shall:

- Ensure the item is stopped immediately;
- Check if any personal injuries have occurred;
- If personal injury has occurred get help immediately;
- Establish whether vehicle/machine can be driven safely back to depot;
- If vehicle/machine is not drivable, contact Supervisor/Leading Hand;
- Upon arrival back at the depot, advise Supervisor immediately;
- Place "Do not Operate" tag in most obvious position if item is rendered defective;
- Place in 'No Go Bay' relevant to that item;
- Advise responsible Plant Maintenance team; and
- Complete an Accident/Incident Report (if required).

The supervisor shall:

- Investigate incident within 24 hrs;
- Deliver completed Accident/Incident Report form to the CEO;
- Deliver completed investigation report to CEO;
- Ensure insurance form is completed by employee where necessary; and
- Ensure corrective action is taken where necessary.

## ***'Notifiable' and 'Not Notifiable' Incidents***

### **Notifiable Incidents:**

Incidents are only notifiable if:

- There is a death, or
- A 'serious injury or illness' is suffered, or
- There is a dangerous incident ('near miss' as described above), and
- The incident arises out of the conduct of the business or undertaking.

Call 000 if there is an immediate risk to life.

Work-related incidents may occur outside the workplace and these may still be notifiable if they involve a death, serious illness or injury or a dangerous incident. For example:

- An object like a hand tool falls off a multistoried building under construction hitting a person below
- Scaffold collapse that causes a risk of serious injury to persons adjacent to the construction site

Incident reports must be completed for all incidents as soon as possible by person/s involved and given to the relevant supervisor/manager for comment. The supervisor/manager must then deliver the completed report to the Chief Executive Officer.

Reportable Incidents must be notified to NT Worksafe by the CEO or his delegate as per Worksafe legislation.

All major or serious incidents shall be fully investigated by a responsible employee of Barkly Regional Council. Should a major or serious accident occur, the Chief Executive Officer shall have the option to nominate persons in Barkly Regional Council as the Accident Investigation Committee. The Committee shall have the authority to question any or all personnel they consider may have input. The Accident Investigations Committee shall report to the Chief Executive Officer. The findings of the Committee shall be reviewed by the Chief Executive Officer and the appropriate action shall then be taken.

### **Not Notifiable Incidents:**

Incidents may occur for reasons which do not have anything to do with the conduct of the business or undertaking. For example:

- A person driving to work is injured in a car accident (where driving is not part of their work)

### ***Maintaining an Incident Site***

An incident site must not be disturbed until an inspector arrives at the site or directs otherwise (whichever is earlier). The person with management or control of the workplace is responsible for preserving the incident site, so far as is reasonably practicable.

Any evidence that may assist an inspector to determine the cause of the incident must be preserved—including any plant, substance, structure or thing associated with the incident.

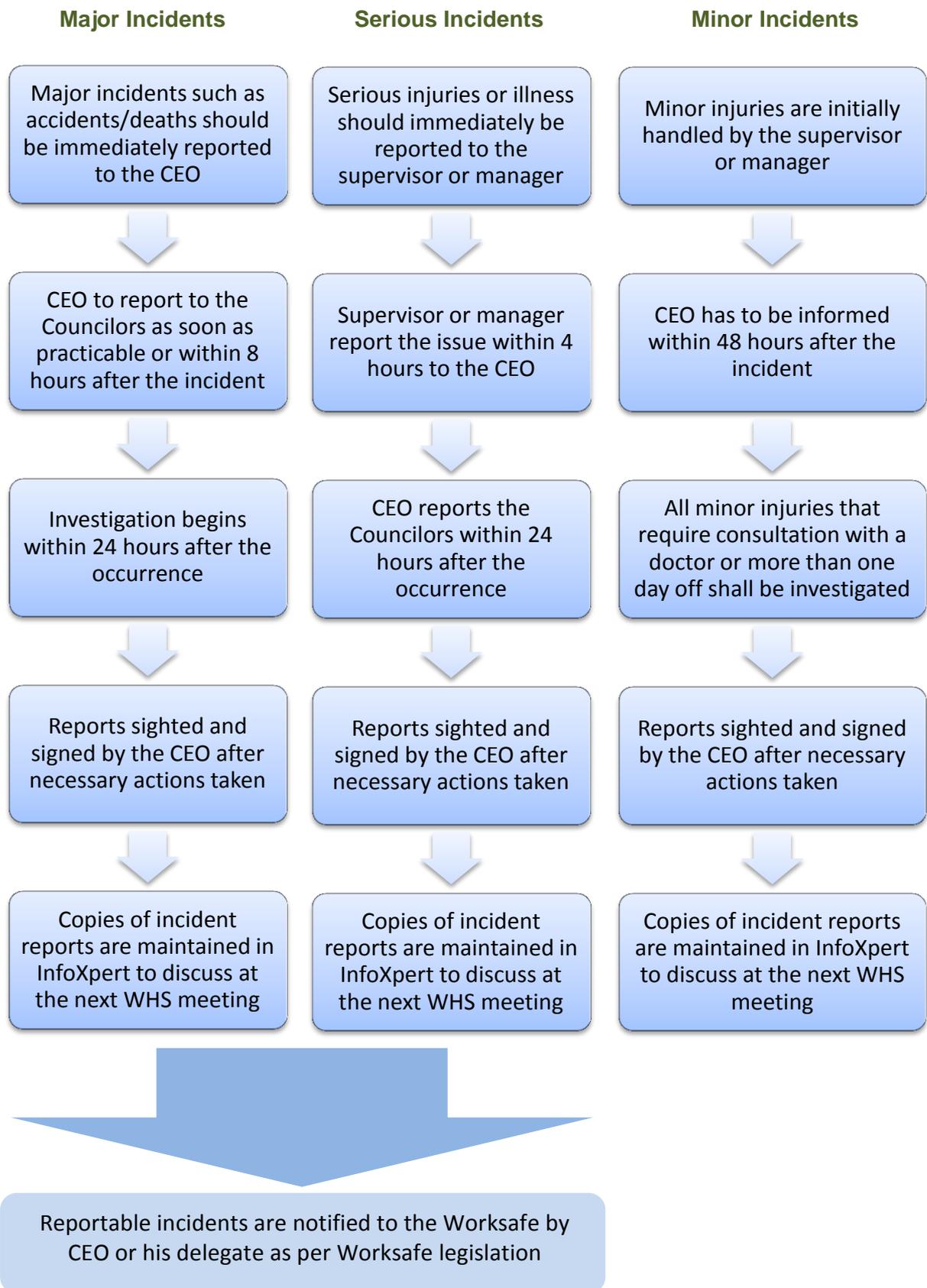
However, preserving an incident site does not prevent any action needed:

- To assist an injured person
- To remove a deceased person
- To make the site safe or to minimize the risk of a further notifiable incident, or
- To facilitate a police investigation

**INCIDENT TRIGGERS FOR SERIOUS INJURY THAT REQUIRES NOTIFICATION**

Incident Trigger	Serious injury that requires notification
<p>Immediate treatment as an in-patient in a hospital</p>	<p>Admission into a hospital as an in-patient for any duration, even if the stay is not overnight or longer.</p> <p><b>It does not include:</b>                      Out-patient treatment provided by the emergency section of a hospital (i.e. not requiring admission as an in-patient) and immediate discharge                      Subsequent corrective surgery such as that required to fix a fractured nose.</p>
<p>Immediate treatment for the amputation of any part of the body</p>	<p>Amputation of a limb such as arm or leg, body part such as hand, foot or the tip of a finger, toe, nose or ear.</p> <p><b>It does not include:</b> Bruising or minor abrasion or laceration to the skin</p>
<p>Immediate treatment for a serious head injury</p> <p>Immediate treatment for a serious eye injury</p>	<p>Fractured skull, loss of consciousness, blood clot or bleeding in the brain, damage to the skull to the extent that it is likely to affect organ/face function                      Head injuries resulting in temporary or permanent amnesia.</p> <p>Injury that results in or is likely to result in the loss of the eye or total or partial loss of vision                      Injury that involves an object penetrating the eye (for example metal fragment, wood chip)                      Exposure of the eye to a substance which poses a risk of serious eye damage.</p> <p><b>It does not include:</b> Eye exposure to a substance that merely causes irritation</p>
<p>Immediate treatment for a serious burn</p> <p>Immediate treatment for the separation of skin from an underlying tissue (such as degloving or scalping)</p> <p>Immediate treatment for a spinal injury</p> <p>Immediate treatment for the loss of a bodily function</p>	<p>A burn requiring intensive care or critical care which could require compression garment or a skin graft.</p> <p><b>It does not include:</b> A burn that merely requires washing the wound and applying a dressing</p> <p>Separation of skin from an underlying tissue such that tendon, bone or muscles are exposed (de-gloving or scalping).</p> <p>Injury to the cervical, thoracic, lumbar or sacral vertebrae including the discs and spinal cord.</p> <p>Loss of consciousness, loss of movement of a limb or loss of the sense of smell, taste, sight or hearing, or loss of function of an internal organ.</p> <p><b>It does not include:</b>                      mere fainting, or                      a sprain, strain or fracture.</p>
<p>Immediate treatment for serious lacerations</p> <p>Medical treatment within 48 hours of exposure to a substance</p>	<p><b>Serious</b> lacerations that cause muscle, tendon, nerve or blood vessel damage or permanent impairment                      Deep or extensive cuts                      Tears of wounds to the flesh or tissues – this may include stitching to prevent loss of blood and/or other treatment to prevent loss of bodily function and/or infection.</p>

**REPORTING ACCIDENTS / PERSONAL INJURIES – PROCESS FLOW**



## RECORD KEEPING REQUIREMENTS

The Council must keep a record of the notifiable incident for at least five years from the date of notification. Penalties apply for failing to do so.

## LEGISLATION STANDARDS

- Work Health and Safety (National Uniform Legislation) Act – WHS (NUL)
- NT WorkSafe – Incident Notification

## LINKS

<http://www.worksafe.nt.gov.au/PDF%20Conversion/work-health-and-safety-incident-notification.pdf>

[https://legislation.nt.gov.au/Search/~/link.aspx?\\_id=47EB8BA5A59940308183F7C4233B6D2E&\\_z=z](https://legislation.nt.gov.au/Search/~/link.aspx?_id=47EB8BA5A59940308183F7C4233B6D2E&_z=z)

[https://legislation.nt.gov.au/Search/~/link.aspx?\\_id=A6449DBCFEBA4A5B81D1A0342DAC15B3&\\_z=z](https://legislation.nt.gov.au/Search/~/link.aspx?_id=A6449DBCFEBA4A5B81D1A0342DAC15B3&_z=z)

## RELATED POLICIES

Work Health and Safety Policy Statement

## RESPONSIBILITY AND DELEGATIONS

- Barkly Regional Council
- Chief Executive Officer
- Director Corporate Services
- Director Infrastructure
- Director Community Services

## EVALUATION AND REVIEW

This Policy should be evaluated on the basis that the Council / WHS Committee is satisfied that it has been complied with and that the requirements of the Local Government Act and Ministerial Guidelines have been met.

This Policy is to be reviewed every two (2) years, and may be reviewed other times at the discretion of Chief Executive Officer.