

## External Reporting Of Accidents Incidents Procedures

### 1. Preamble

1.1 Regulations under the *NSW Occupational Health Safety Act 2000* impose a mandatory obligation on University of Western Sydney to notify WorkCover NSW of certain types of accidents and dangerous occurrences which occur in workplaces under its control. Workplaces can be any place where work is undertaken and may include but not be limited to buildings, offices, laboratories, vehicles, public areas e.g. cafeterias, residential colleges etc. In the case of a motor vehicle accident it remains the responsibility of drivers to report accident to police in accordance the *NSW Traffic Act and Regulations*.

### 2. Aims

The regulations provide that WorkCover NSW must be notified of:

- 2.1 An accident causing death or serious personal injury to an employee if it occurs at the employee's place of work.
- 2.2 Serious personal injury is defined under the *Act* as "an injury which results in the employee not being able to attend the employee's usual place of work or to perform his or her usual duties for a continuous period of seven (7) days".
- 2.3 An accident causing death or serious personal injury to a person if the accident occurs at a place of work and the person is not an employee at that place of work.

**N.B.** This section applies to visitors, contractors, students and members of the general public.

- 2.4 Serious personal injury is defined under the *Act* as "an injury which results in the person being unable, for a continuous period of seven (7) days to attend the person's usual place of work or other place or to perform his or her usual duties at that place of work or to carry out his or her usual activities at that other place."

- 2.5 A work-related illness suffered by an employee which results in the employee being unable to attend his/her usual place of work or to perform his/her usual duties at that place of work for a continuous period of at least seven days and the employee provides the employer with a medical certificate which states that, in the opinion of a medical practitioner, the illness is work-related.
- 2.6 A work-related illness is defined under the *Act* as:
- “a) a disease which is contracted by an employee in the course of employment at a place of work and to which the employment was a contributing factor; or
  - b) the recurrence, aggravation, acceleration, exacerbation or deterioration of any existing disease contracted by an employee, where any such employment was a contributing factor to the recurrence, aggravation, acceleration, exacerbation or deterioration.”
- 2.7 A dangerous occurrence which occurs at a place of work.
- 2.8 A dangerous occurrence is defined under the *Act* as:
- “a) damage to any boiler, pressure vessel or refrigeration plant which endangers the health or safety of persons at a place of work; or
  - b) damage to any plant, equipment or other thing which endangers or is likely to endanger the health or safety of persons at a place of work; or
  - c) damage to any load-bearing member of or the failure of any brake, steering limiting device or other control device of a crane, hoist, conveyor, lift, escalator, moving walk, plant, scaffolding, gear, amusement device or public stand; or
  - d) an uncontrolled explosion, fire, or escape of gas, dangerous goods or steam; or
  - e) any other occurrence involving imminent risk of explosion, fire, or escape of gas, dangerous goods or steam or of death or serious personal injury to any person or substantial damage to property.”

- 2.9 Responsibility for completion and submission of WorkCover NSW Notifications rests with the Occupational Health, Safety & Risk Unit.
- 2.10 It is the responsibility of supervisors to ensure that they contact the Occupational Health, Safety & Risk Unit immediately when they become aware of any of the situations listed in sections 2.1 to 2.5 of this document.
- 2.11 Notwithstanding 2.10 above, it is the responsibility of supervisors to ensure that an internal accident investigation is carried out in accordance with the UWS Procedures on Accident, Injury, Incident, Hazard Reporting and Investigation.
- 2.12 To ensure that accidents and dangerous occurrences are investigated and reported the following instructions must be complied with.
- 2.13 In the event of very serious injury, death or a dangerous occurrence the supervisor must:
- (i) take any necessary action to make the workplace as safe as possible;
  - (ii) seal off the accident site until an investigation has occurred; and
  - (iii) notify the OHS&R Unit immediately.
- 2.14 In the event of an accident involving serious personal injury:
- (i) make sure the workplace is made safe;
  - (ii) investigate the reason for the accident;
  - (iii) put in place control measures to ensure it does not occur again;
  - (iv) fill out a personal injury report;
  - (v) notify the OHS&R Coordinator;
  - (vi) ensure that this occurs within 24 hours of the accident.