

PROCEDURES FOR HAZARD AND INCIDENT REPORTING, INVESTIGATION AND RECORDING

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1. HAZARD AND INCIDENT REPORT FORM

The Hazard and Incident Report form is available at the OHSE web site (<http://www.adm.monash.edu.au/ohse/forms>).

2. PURPOSE

The purpose of these procedures is to ensure that all hazards, incidents and accidents involving Monash University staff, students, property and activities are reported, investigated, and recorded in accordance with the requirements of the Occupational Health and Safety Act 2004, the Dangerous Goods Act 1985, the Equipment (Public Safety) (Incident Notification) Regulations 1997, the Environment Protection Act 1970, and the Accident Compensation Act 1985.

3. SCOPE

These procedures apply to the staff and students at the Australian campuses of Monash University and to Monash controlled entities.

4. ABBREVIATIONS

OHS	Occupational health and safety
OHSE	Occupational Health, Safety & Environment unit
OHSPC	Occupational Health & Safety Policy Committee
Zone OHS&E committee	Zone OHS & environmental committee

5. DEFINITIONS

5.1 CORRECTIVE ACTION

Corrective action is action taken after an incident to correct the problem and to ensure that a repetition will not occur.

5.2 HEAD OF ACADEMIC/ADMINISTRATIVE UNIT/CONTROLLED ENTITY

Head of academic/administrative unit/controlled entity is used to denote the head of the area that is undertaking the activity. For academic areas, this term includes head of faculty, school, department, institute or centre. For administrative areas, the term includes head of division, branch, centre or unit.

5.3 INCIDENT

Incident is defined as any occurrence that leads to, or might have led to, injury or illness to people, danger to health and/or damage to property or the environment.

For the purpose of these procedures, the term 'incident' is used as an inclusive term for incidents, accidents and near misses.

5.4 LEGISLATION

The terms legislation and legislative are used in these procedures to denote appropriate legislation that is pertinent in the country in which the campus is located, eg occupational health and safety, occupier's liability, environment protection and accident compensation acts.

5.5 MONASH CONTROLLED ENTITY

Monash controlled entities (eg companies) include entities where Monash can control decision making, directly or indirectly, in relation to the financial and operating policies so as to enable the entity to operate with it in pursuing the objectives of Monash University.

For the remainder of this procedure, a Monash controlled entity will be referred to as an entity.

5.6 NEAR MISS

A near miss is defined as any occurrence that might have led to injury or illness to people, danger to health and/or damage to property or the environment.

5.7 OHS HAZARD

A hazard is any situation with the potential to cause injury or illness to people, danger to health and/or damage to property or the environment.

5.8 PREVENTIVE ACTION

Preventive action is pro-active and involves taking action before an incident occurs, eg by identifying a hazard and taking steps to prevent any incident which may result from the hazard.

5.9 REASONABLY PRACTICABLE

Reasonably practicable is defined in OHS legislation as having regard to:

- the likelihood of the hazard or risk concerned eventuating;
- the degree of harm that would result if the hazard or risk eventuated;
- what the person concerned knows, or ought to reasonably know, about the hazard or risk and any ways of eliminating or reducing the hazard or risk;
- the availability and suitability of ways to eliminate or reduce the hazard or risk; and
- the cost of eliminating or reducing the hazard or risk.

6. RESPONSIBILITIES

A comprehensive list of OHS responsibilities is provided in the document OHS management at Monash University: Structure, functions, roles and responsibilities (<http://www.adm.monash.edu.au/ohse/documents>). A summary of responsibilities with respect to hazard and incident reporting, investigation and recording is provided below.

6.1 HEAD OF ACADEMIC/ADMINISTRATIVE UNIT OR CONTROLLED ENTITY

It is the responsibility of the head of unit/entity to ensure that all hazards and incidents involving staff, students, visitors and contractors in their unit/entity and/or property for which they have responsibility, are reported, investigated and corrective/preventive action recommended.

To fulfil this responsibility they must:

- ensure that the staff in their unit/entity are informed about, and follow these procedures;
- ensure that appropriate staff receive suitable training and can demonstrate competency to carry out their role in hazard and incident reporting, investigation and recording;
- review and sign hazard and incident report forms for their area, indicate the status of recommendations and forward the form to the safety or environmental officer for distribution;
- ensure, as far as is reasonably practicable, that adequate financial provision is made available to institute recommendations made on hazard and incident report forms;
- ensure that records of hazard and incident reports, and the progress of recommended corrective/preventive action, are maintained in their area.

6.2 SUPERVISOR

Supervisors have a particular responsibility for safeguarding the health and safety of the students and staff members that they supervise. The supervisor can delegate the supervision or training of a student or staff member to a suitably qualified and/or experienced person, as appropriate for the task. The supervisor of the student or staff member is, however, responsible for ensuring that any incidents involving the student or staff member are reported, investigated and recorded according to these procedures and that the recommended corrective/preventive actions are, as far as is reasonably practicable, implemented.

Supervisors must:

- notify the safety or environmental officer and the health & safety representative of any hazards or incidents that occur to the students or staff members that they supervise or in the areas that they supervise, as soon as practicable;
- complete the hazard and incident report form, participating in the investigation of the hazard or incident with the safety or environmental officer and health & safety representative.

6.3 SAFETY OFFICER

The role of the safety officer is to facilitate the reporting, recording and investigation of all OHS hazards and incidents by:

- informing those involved of reporting requirements and investigation requirements as outlined in these procedures;
- immediately notifying OHSE and the head of unit/entity when required to do so by the nature of the hazard or incident;
- participating in investigations and providing technical input or arranging appropriate expert advice or assistance from elsewhere;
- advising the supervisor who is participating in the investigation on requirements for the written report and assisting in preparation and circulation of the report;
- speaking to the hazard and incident report(s) at the meeting of the zone OHS&E committee at which the report is tabled;
- providing advice to management and the zone OHS&E committee on any proposed changes that may arise from hazard or incident investigations;
- providing information in relation to WorkCover claims to Student & Staff Services Division.

6.4 ENVIRONMENTAL OFFICER

The role of the environmental officer is to facilitate the reporting, recording and investigation of all environmental hazards and incidents by:

- informing those involved of reporting requirements and investigation requirements as outlined in these procedures;
- immediately notifying OHSE and the head of unit/entity when required to do so by the nature of the hazard or incident;
- participating in investigations and providing technical input or arranging appropriate expert advice or assistance from elsewhere;
- advising the supervisor who is participating in the investigation on requirements for the written report and assisting in preparation and circulation of the report;
- speaking to the hazard and incident report at the meeting of the zone OHS&E committee at which the report is tabled;

- providing advice to management and the zone OHS&E committee on any proposed changes that may arise from hazard or incident investigations.

6.5 HEALTH & SAFETY REPRESENTATIVE

6.5.1 Under OHS legislation, health & safety representatives may inspect any part of the workplace at which a member of the representative's designated work group works:

- at any time after giving reasonable notice to the employer or employer's representative; and
- immediately in the event of any accident, hazardous situation, dangerous occurrence or immediate risk to the health and safety of any person.

6.5.2 The health & safety representative must therefore be:

- notified of incidents as soon as is reasonably practicable and participate in the investigation of all reported hazards and incidents;
- consulted by management and the zone OHS&E committee on any proposed changes which may arise from hazard and incident investigations.

6.6 ZONE OHS&E COMMITTEE

The role of the zone OHS&E committee is to review the hazard and incident reports received from the safety or environmental officers in the zone in order to:

- monitor the adequacy of investigations undertaken and the appropriateness and effectiveness of the corrective/preventive actions recommended;
- provide advice on corrective/preventive action recommended and/or make further recommendations as necessary;
- review the implementation and effectiveness of recommended corrective/preventive action of previous incidents;
- disseminate relevant information arising from hazard and incident investigations to appropriate sections of the zone;
- analyse trends in hazard and incident reports received so as to be able to recommend and monitor prevention programmes.

6.7 OHSE

With regard to hazard and incident reporting, recording and investigation, OHSE:

- will provide advice to heads of units/entities, supervisors, safety and environmental officers, health & safety representatives and zone OHS&E committees on hazard and incident reporting, recording and investigation;
- will provide training on hazard and incident reporting, recording and investigation to safety and environmental officers, health & safety representatives and zone OHS&E committees and other staff as appropriate;
- will carry out hazard and incident investigations in areas remote from buildings, eg footpaths and car parks, or in areas where responsibility is not clear;
- may, according to circumstances, carry out investigations and inquiries;
- will disseminate relevant information arising from hazard and incident investigations to appropriate sections of the university community;
- will report all incidents involving students, contractors and visitors and/or significant property damage (>\$10,000) to the Manager, Risk & Insurance.
- will report all notifiable incidents to the relevant statutory authorities;
- will meet statutory notification requirements for worker's compensation claims.

6.8 INDIVIDUALS (STAFF, STUDENTS)

Each student and staff member:

- must ensure that all hazards and incidents in which they are involved or in areas for which they have responsibility are reported on a hazard and incident report form as soon as practicable and at least within 30 days of the hazard or incident.
- must forward the hazard and incident report form to their supervisor, safety or environmental officer, health & safety representative or OHSE, as appropriate;
- participate in an investigation of the hazard or incident.

7. HAZARDS AND INCIDENTS

7.1 TYPES OF HAZARDS AND INCIDENTS TO BE REPORTED

The categories below define the types of hazards and incidents that should be reported. The reporting of all hazards and incidents will assist the university to develop and monitor corrective/preventive programmes. The list is not necessarily exhaustive and nor are the categories necessarily mutually exclusive.

- 7.1.1 Occupational injuries or illnesses to staff whilst on duty including off-campus and field activities, other travel and attendance at courses, lectures etc;
- 7.1.2 Occupational injuries or illnesses to contractors who are working on premises owned or occupied by the university;
- 7.1.3 Injuries or illnesses to students arising from their studies, including laboratory work, clinical work, performance situations and off-campus and field activities;
- 7.1.4 Injuries to staff, students, contractors and visitors sustained whilst in university owned or occupied buildings and grounds;
- 7.1.5 Hazards and incidents that have the potential to cause injuries or illnesses, including exposure to chemical agents, physical agents and diseases in animals that have the potential to be transferred to humans;
- 7.1.6 Hazards and incidents that cause or have the potential to cause serious property damage eg fires, floods and explosions. All fires attended by a fire brigade must be reported immediately to OHSE;
- 7.1.7 Failure of staff, students, contractors and visitors to comply with OHS policies, procedures and systems;
- 7.1.8 All accidents involving vehicles during university activities, excluding travel to and from work;
- 7.1.9 Sporting injuries occurring within university buildings and any other sporting injuries sustained whilst on university grounds where some investigation and remedial work might be considered and undertaken by the university;
- 7.1.10 Sporting injuries or other recreational injuries sustained by staff or students participating in university organised social activities;
- 7.1.11 Uncontrolled emissions that may pose a risk to the environment (air, water, and land).

7.2 CLASSIFICATION OF HAZARDS AND INCIDENTS

For the purposes of reporting and investigation, two categories of hazards and incidents are identified:

- **Notifiable hazards and incidents**

The seriousness of these events requires that OHSE notify the relevant statutory authorities within prescribed time limits.

- **All other hazards and incidents**

7.2.1 Notifiable hazards and incidents

7.2.1.1 Injuries & illnesses

Notification is required where a hazard or incident at a workplace or equipment site results in:

- death
- medical treatment within 48 hours following exposure to a substance
- immediate treatment as an in-patient in a hospital
- immediate treatment for:
 - amputation
 - serious head injury
 - serious eye injury
 - separation of skin from underlying tissue eg de-gloving or scalping
 - electric shock
 - spinal injury
 - loss of bodily function, including loss of consciousness
 - serious lacerations

7.2.1.2 Dangerous occurrences

Notification is also required of situations that seriously endanger the health and safety of people in the immediate vicinity. Such dangerous occurrences include:

- collapse, overturning, failure or malfunction of, or damage to, certain items of plant
- collapse or failure of an excavation or the shoring support of an excavation
- collapse of part of a building or structure
- implosion, explosion or fire
- escape, spillage or leakage of substances
- objects or substances falling from a height

7.2.1.3 Environmental hazards and incidents

Notification is required of any hazard or incident involving potential risk to, or contamination of, air, water or soil, on or off-site, or noise levels to local communities that exceed regulatory limits and that result from any activity undertaken by the university.

7.2.1.4 Hazards or incidents that are likely to attract the attention of governments, statutory authorities, national or state news media.

7.2.2 All other hazards and incidents

All hazards and incidents that lead to or might have led to injury, danger to health or damage to property or the environment other than notifiable hazards and incidents are included in this category.

8. GENERAL PROCEDURES

The general procedures associated with the reporting and investigation of all hazards and incidents are described in this section. Detailed procedures for specific types of hazards and incidents are provided in the following sections:

- 10. – Notifiable hazards and incidents
- 11. – All other hazards and incidents

8.1 REPORTING OF HAZARD AND INCIDENTS

8.1.1 Hazard and incident report forms

8.1.1.1 A hazard and incident report form is to be completed for all hazards and incidents. These forms are available from the OHSE web site (<http://www.adm.monash.edu.au/ohse/forms>), safety officers, environmental officers, health & safety representatives and project officers.

8.1.1.2 Instructions for completing the hazard and incident report form are provided as part of the report form.

8.1.1.3 Person completing the hazard and incident report form

- Sections A to C should normally be completed by the person involved in the incident or the person reporting the hazard whether they are staff, students, contractors or visitors;
- Where this is not possible, it is the responsibility of the supervisor (as outlined in 10.1.4) of the person/area/activity to complete the form;
- In the case of visitors and students who are injured whilst not under any supervision eg in university grounds, it is the responsibility of the person administering initial treatment (i.e. first aider or campus medical staff) to ensure that the hazard and incident report form is completed.

8.1.1.4 Reporting of confidential issues

Hazard and incident report forms containing issues of a confidential nature, eg stress-related or bullying, can be forwarded directly to OHSE without the completion of section D, bypassing any party as necessary.

8.1.1.5 Attachments to hazard and incident report form

- If there is insufficient space on the hazard and incident report form to compile a comprehensive report, separate sheets should be used and attached to the form. Photographs and diagrams should be included wherever possible. Video footage taken at the scene of a hazard or incident or in the course of an investigation should also be included with the completed hazard and incident report form.
- On completing their investigation and recommendations, the supervisor, the safety or environmental officer and the health & safety representative should sign the investigation report and all other documents that are separate from the hazard and incident report form.

- 8.1.1.6 The hazard and incident report form should be completed within 2 weeks of the hazard or incident.
- 8.1.1.7 Copies of the hazard and incident report form and any additional inclusions or attachments must be distributed to:
- OHSE (original)
 - Head of unit/entity
 - Zone OHS&E committee chairperson
 - Person involved in the incident or reporting the hazard, environmental incident or damage.
- Note:** The return of this copy provides the receipt of injury notification from the university to the injured party.
- 8.1.1.8 The zone OHS&E committee chairperson should table her/his copy of the completed hazard and incident report form at the next meeting of the zone OHS&E committee.
- 8.1.1.9 Copies of the report form held by the head of the unit/entity and the zone OHS&E committee chairperson must be readily available for access by the safety or environmental officer and health & safety representative.
- 8.1.1.10 Where information and recommendations derived from a hazard and incident report has general relevance to other sections of the university, it will be the responsibility of OHSE to bring that material to their attention by distributing hazard alerts or information sheets or by developing policies or procedures.

8.1.2 **WorkCover claims**

Staff who are injured may decide to submit a WorkCover claim. Workers' Compensation claim forms are available from Human Resources Division, Clayton campus (Extension 56034) or any Post Office.

8.1.3 **First aid injury report**

(see Monash University Procedures for first aid at <http://www.adm.monash.edu.au/ohse/documents/Docum.htm>).

8.1.3.1 First aiders must record all treatment (however minor) on the first aid injury report. These forms are stored in a pad in the first aid kit. Further supplies can be obtained from OHSE.

8.1.3.2 Reporting procedure for first aid injuries:

- Injury/illness occurs –treated by first aider;
- First aid injury report is completed by first aider;
- Completed first aid injury report is sent to OHSE as soon as reasonably practicable.

8.1.3.3 If the injury/illness is related to work, the first aid injury report should be completed and a hazard and incident report form submitted to the supervisor or safety officer as soon as reasonably practicable.

8.1.4 **Notification of Manager, Risk & Insurance**

OHSE is responsible for notifying the Manager, Risk & Insurance of all incidents involving students, contractors and visitors and/or significant property damage (>\$10,000).

8.2 INVESTIGATION OF HAZARDS AND INCIDENTS

8.2.1 The prime purpose of a hazard or incident investigation is to establish both the immediate and underlying causes of the hazard or incident so as to identify actions:

- to prevent any incident that may result from the hazard, and/or
- to correct the problem and to prevent a recurrence.

8.2.2 If practicable, the management representative (normally the safety or environmental officer) must consult with the health & safety representative of the area concerned during investigations.

8.2.3 Site of the incident

8.2.3.1 The site of the incident must be made safe to prevent further injury, accident or incident.

8.2.3.2 The site of the incident must then be secured to ensure that it is not disturbed until:

- OHSE and/or a WorkSafe inspector arrives at the site; or
- such other time as directed by OHSE or WorkSafe.

8.2.4 General investigation guidelines

8.2.4.1 An investigation should begin as soon as possible after the hazard or incident is reported and the medical needs of any injured people have been met. For this to happen, hazards must be reported as soon as they are identified and incidents must be reported as soon as possible after they occur.

8.2.4.2 Nothing at the site should be disturbed until after the completion of the investigation other than what is necessary to prevent further injury or loss or contamination until the investigating officer(s) or committee has authorised clearing away.

8.2.4.3 Where necessary, photographs or video footage should be taken and equipment held for subsequent examination or test.

8.2.4.4 It is desirable to take statements from witnesses as soon as possible after an incident. Witnesses should be interviewed separately and questions should be carefully considered so that facts and opinions are not confused.

8.2.4.5 It should be emphasised that the purpose of an investigation is not to assign blame for the hazard or incident but to establish the causes so as to identify actions necessary to correct the problem and to prevent a recurrence.

8.2.4.6 It is essential that investigations are sufficiently broad to assess the full range of technical, human and administrative factors involved in the hazard or incident even if some factors are outside the chief responsibilities of the area. Both the immediate and underlying causes of the hazard or incident must be investigated.

8.2.5 Corrective/preventive action

Following an incident, it is the responsibility of the appropriate head of unit/entity to take steps to correct the problem and to prevent a recurrence. This will generally be achieved by implementing the recommendations arising out of the investigation. In considering these recommendations the head of unit/entity needs to take into account the duty of employers in OHS legislation to provide a healthy and safe work environment so far as is reasonably practicable. 'Reasonably practicable' is defined in 5.7 of these

procedures. If the recommendations are deemed not to be reasonably practicable, then the head of the unit/entity must refer them back to the safety or environmental officer, supervisor and/or health & safety representative, providing an alternative solution.

- 8.2.6 In areas remote from buildings, eg footpaths and car parks, or areas where responsibility is not clear, OHSE will carry out the investigation.

9. PROCEDURE FOR NOTIFIABLE HAZARDS AND INCIDENTS

9.1 REPORTING OF NOTIFIABLE HAZARDS AND INCIDENTS

- 9.1.1 Attend to the injured and notify emergency services if necessary. Enlist assistance if required.
- 9.1.2 Make the site safe to prevent further injury, accident or incident.
- 9.1.3 Secure the site of the incident to ensure that it is not disturbed until:
- OHSE and/or a WorkSafe inspector arrives at the site; or
 - such other time as directed by OHSE or WorkSafe.
- 9.1.4 Report the hazard or incident immediately to a supervisory staff member.
In the case of:
- a staff member, **contact** the supervisor or manager of the staff member;
 - a student, **contact** the staff member supervising the activity, eg demonstrator, lecturer;
 - a student injured whilst not under any supervision eg in university grounds, **contact** Monash Security, the campus health service, the main reception area or a staff member;
 - a contractor, **contact** the project officer;
 - visitors, **contact** Monash Security, the campus health service, the main reception area or a staff member.
- 9.1.5 The supervisory staff member to whom the hazard or incident is reported must immediately notify the appropriate safety officer.
- 9.1.6 The safety officer must then notify:
- the health & safety representative; and
 - the relevant head of unit/entity; and
 - the Manager, OHSE (Extension 51016).
- 9.1.7 If the safety officer is not available, the supervisor should notify the health & safety representative, who must then notify:
- the relevant head of unit/entity; and
 - the Manager, OHSE (Extension 51016).
- 9.1.8 If the safety officer or health & safety representative is not available, OHSE should be contacted immediately on Extension 51016.
- 9.1.9 OHSE (www.adm.monash.edu.au/ohse/, Extension 51016) will provide information as to the appropriate personnel to contact and advice on whether the hazard or incident should be reported to the authorities immediately.
- 9.1.10 **Interim report**
- Within 24h of a notifiable hazard or incident, the safety officer must provide an interim report to OHSE;
 - All details in sections A to C of the hazard and incident report form should be included in this interim report;

- The health & safety representative must have input into the interim report and be a co-signatory;
- If the safety officer is unavailable then the head of unit/entity will be responsible for notifying OHSE.

9.1.11 **As required, the Manager, OHSE will notify the:**

- Chairperson of the OHSPC;
- Chairperson of the Biosafety Committee, if biohazardous substances are involved;
- Chairperson of the Ionising Radiation Advisory Committee, if ionising radiation is involved;
- Manager, Risk & Insurance, if the incident involved students, visitors or contractors and/or significant property damage (>\$10,000).

9.1.12 OHSE will report all notifiable hazards and incidents to WorkSafe as soon as they are aware of them and will provide written details of the hazard or incident within 48 hours.

9.2 REPORTING OF NOTIFIABLE ENVIRONMENTAL HAZARDS AND INCIDENTS

9.2.1 Attend to the injured and notify emergency services if necessary. Enlist assistance if required.

9.2.2 Make the site safe to prevent further injury, accident or incident.

9.2.3 Secure the site of the incident to ensure that it is not disturbed until:

- OHSE and/or an inspector arrives at the site; or
- such other time as directed by OHSE or an inspector.

9.2.4 Report the hazard or incident immediately to a supervisory staff member.

In the case of:

- a staff member, **contact** the supervisor or manager of the staff member;
- a student, **contact** the staff member supervising the activity, eg demonstrator, lecturer;
- a student injured whilst not under any supervision eg in university grounds, **contact** Monash Security, the campus health service, the main reception area or a staff member;
- a contractor, **contact** the project officer;
- visitors, contact Monash Security, the campus health service, the main reception area or a staff member.

9.2.5 The supervisory staff member to whom the hazard or incident is reported must immediately notify the appropriate environmental officer.

9.2.6 The environmental officer must then notify:

- the health & safety representative; and
- the relevant head of unit/entity; and
- the Manager, OHSE (Extension 51016).

9.2.7 If the environmental officer is not available, the supervisor should notify the health & safety representative, who must then notify:

- the relevant head of unit/entity; and
- the Manager, OHSE (Extension 51016).

9.2.8 If the environmental officer or health & safety representative is not available, OHSE should be contacted immediately on Extension 51016.

9.2.9 OHSE (www.adm.monash.edu.au/ohse, Extension 51016) will provide information as to the appropriate personnel to contact and advice on

whether the hazard or incident should be reported to the authorities immediately.

9.2.10 **Interim report**

- Within 24h of a notifiable hazard or incident, the environmental officer, must provide an interim report to OHSE;
- All details in sections A to B of the hazard and incident report form should be included in this interim report;
- The health & safety representative must have input into the interim report and be a co-signatory;
- If the environmental officer is unavailable then the head of unit/entity will be responsible for notifying OHSE.

9.2.11 **As required, the Manager, OHSE will notify:**

- the Chairperson of the OHSPC;
- Manager, Risk & Insurance, if the incident involved students, visitors or contractors and/or significant property damage (>\$10,000).

9.2.12 OHSE will report all notifiable hazards and incidents to the Environmental Protection Authority as soon as they are aware of them and will provide written details of the hazard or incident within 48 hours.

9.3 **INVESTIGATION OF NOTIFIABLE HAZARDS OR INCIDENTS**

The nature and extent of the notifiable hazard or incident will determine whether it is investigated using the standard procedure or by a committee of inquiry.

9.3.1 Standard procedure for investigation of notifiable hazards and incidents

9.3.1.1 The supervisor of the staff member or student, together with the safety or environmental officer and health & safety representative, is responsible for conducting the investigation and preparing the report.

9.3.1.2 The safety or environmental officer will provide technical input or arrange appropriate expert advice or assistance from OHSE or elsewhere. Other staff as necessary can be invited to participate.

9.3.1.3 The safety or environmental officer will provide advice to management and the zone OHS&E committee on any proposed changes that may arise from hazard or incident investigations.

9.3.2 Committee of inquiry

9.3.2.1 In consultation with the dean of faculty/head of division, the Manager, OHSE, will determine the need for a committee of inquiry, considering the nature and extent of the hazard or incident.

9.3.2.2 The Manager, OHSE will consult with the dean of faculty/head of division/controlled entity and appropriate employee or student organisations regarding the composition of the committee and the terms of reference for the inquiry.

9.3.2.3 The Manager, OHSE must obtain the Vice-Chancellor's approval of the composition and terms of reference of the committee of inquiry.

9.3.2.4 Committees of inquiry for notifiable hazards and incidents will normally be chaired by a senior member of staff and will normally include representation from OHSE, the appropriate health & safety representative(s), technical experts, other staff and external experts as necessary. Inclusion of experts from

another unit/entity can provide an essential element of the independent review of hazards or incidents by a committee of inquiry.

9.3.2.5 Reports of committees of inquiry are to be forwarded to the:

- Vice-Chancellor;
- Dean of faculty/head of division/controlled entity;
- Head of academic/administrative unit/controlled entity
- Chairperson, zone OHS&E committee;
- Health & safety representative; and
- Safety or environmental officer.

9.3.2.6 Reports of committees of inquiry should generally be submitted within three months of the occurrence of the incident. In cases where the investigation is necessarily prolonged, a progress report is to be submitted within the three month time limit.

9.4 COMPLETION OF HAZARD AND INCIDENT REPORT FORM

9.4.1 The safety or environmental officer must ensure that the hazard and incident report form is:

- passed onto the head of unit/entity when section D of the form is complete.
- distributed when signed by the head of unit/entity.

9.4.2 If practicable, the hazard and incident report form should be fully completed within 2 weeks of the hazard or incident and copies distributed in accordance with instructions on the form.

9.5 REVIEW OF HAZARD AND INCIDENT REPORTS BY ZONE OHS&E COMMITTEES

9.5.1 The zone OHS&E committee chairperson will table her/his copy of the completed hazard and incident report form at the next meeting of the zone OHS&E committee.

9.5.2 The safety officer and/or environmental officer will speak to the hazard and incident report at the meeting of the zone OHS&E committee at which the report is tabled.

9.5.3 The zone OHS&E committee must review the hazard and incident reports received from the safety or environmental officers in the zone in order to:

- monitor the adequacy of investigations undertaken and the appropriateness and effectiveness of the corrective/preventive actions recommended;
- provide advice on corrective/preventive action recommended and/or make further recommendations as necessary;
- review the implementation and effectiveness of recommended corrective/preventive action of previous incidents;
- disseminate relevant information arising from hazard and incident investigations to appropriate sections of the zone;
- analyse trends in hazard and incident reports received so as to be able to recommend and monitor prevention programmes.

10. PROCEDURE FOR ALL OTHER HAZARDS AND INCIDENTS

10.1 REPORTING OF ALL OTHER HAZARDS AND INCIDENTS

10.1.1 Attend to the injured and notify emergency services if necessary. Enlist assistance if required.

10.1.2 Make the site safe to prevent further injury, accident or incident.

- 10.1.3 Secure the site where the incident occurred to ensure that it is not disturbed until:
- OHSE and/or a WorkSafe inspector arrives at the site; or
 - such other time as directed by OHSE or WorkSafe.
- 10.1.4 Report the hazard or incident, as soon as practicable, to a supervisory staff member.
- In the case of:
- a staff member, **contact** the supervisor or manager of the staff member;
 - a student, **contact** the staff member supervising the activity, eg demonstrator, lecturer;
 - a student injured whilst not under any supervision eg in university grounds, **contact** Monash Security, the campus health service, the main reception area or a staff member;
 - a contractor, **contact** the project officer;
 - visitors, contact Monash Security, the campus health service, the main reception area or a staff member.
- 10.1.5 As soon as practicable, the supervisory staff member to whom the hazard or incident is reported must notify the:
- appropriate safety officer; and/or
 - environmental officer; and
 - health & safety representative.
- 10.1.6 OHSE (<http://www.adm.monash.edu.au/ohse/index.html> , Extension 51016) will provide information as to the appropriate personnel to contact.
- 10.1.7 OHSE will notify the Manager, Risk & Insurance, if the incident involved students, visitors or contractors and/or significant property damage (>\$10,000).

10.2 INVESTIGATION OF ALL OTHER HAZARDS AND INCIDENTS

- 10.2.1 The supervisor of the staff member or student, together with the safety or environmental officer and health & safety representative, is responsible for conducting the investigation and preparing the report.
- 10.2.2 The safety or environmental officer will provide technical input or arrange appropriate expert advice or assistance from OHSE or elsewhere. Other staff as necessary can be invited to participate.
- 10.2.3 The safety or environmental officer will provide advice to management and the zone OHS&E committee on any proposed changes that may arise from hazard or incident investigations.

10.3 COMPLETION OF HAZARD AND INCIDENT REPORT FORM

- 10.3.1 The safety or environmental officer must ensure that the hazard and incident report form is:
- passed onto the head of unit/entity when Section D of the form has been completed.
 - distributed once signed by the head of unit/entity.
- 10.3.2 If practicable, the hazard and incident report form should be completed within 2 weeks of the hazard or incident and copies distributed in accordance with instructions on the form.

10.4 REVIEW OF HAZARD AND INCIDENT REPORTS BY ZONE OHS&E COMMITTEE

- 10.4.1 The zone OHS&E committee chairperson will table her/his copy of the completed hazard and incident report form at the next meeting of the zone OHS&E committee.
- 10.4.2 The safety officer and/or environmental officer will speak to the hazard and incident report at the meeting of the zone OHS&E committee at which the report is tabled.
- 10.4.3 The zone OHS&E committee must review the hazard and incident reports received from the safety or environmental officers in the zone in order to:
- monitor the adequacy of investigations undertaken and the appropriateness and effectiveness of the corrective/preventive actions recommended;
 - provide advice on corrective/preventive action recommended and/or make further recommendations as necessary;
 - review the implementation and effectiveness of recommended corrective/preventive action of previous incidents;
 - disseminate relevant information arising from hazard and incident investigations to appropriate sections of the zone;
 - analyse trends in hazard and incident reports received so as to be able to recommend and monitor prevention programmes.

11. OTHER POST EVENT ACTIONS

11.1 COUNSELLING

Counselling should be offered for any person affected by the hazard or incident.

11.2 DEBRIEFING

Where a serious or significant hazard or incident has impacted on other people or has caused concern within an area, a debriefing should be offered by the supervisor or safety officer to explain:

- the outcome of the hazard or incident;
- the outcome of the investigation; and
- any corrective/preventive measures that have been or will be taken.

12. RECORDS

12.1 DATABASE

12.1.1 OHSE is responsible for maintaining a database of all hazards and incidents involving Monash University staff, students or property, or other persons or property for which the university has a legislative responsibility.

12.1.2 OHSE will use the data to:

- plan health, safety and environmental programmes and initiatives;
- monitor the effectiveness of corrective/preventive actions;
- produce annual reports on hazard and incident statistics and trends for management and zone OHS&E committees;
- disseminate information relating to hazards and incidents and their prevention to the Occupational Health, Safety and Environment Policy Committee and relevant sections of the university community;
- meet statutory record-keeping requirements.

12.2 RECORDS TO BE KEPT IN EACH ACADEMIC/ADMINISTRATIVE UNIT/CONTROLLED ENTITY

12.2.1 Each academic/administrative unit/controlled entity should retain copies of hazard and incident report forms.

12.2.2 Analysis of the records of the hazard and incidents that occur in each unit/entity will provide useful information regarding the allocation of resources for prevention programmes and in order to be able to monitor these prevention programmes by analysing short and long-term trends.

13. REFERENCES

13.1 LEGISLATION

Accident Compensation Act 1985 (Vic)

Dangerous Goods Act 1985 (Vic)

Environment Protection Act 1970 (Vic)

Equipment (Public Safety) (Incident Notification) Regulations 1997 (Vic)

13.2 MONASH UNIVERSITY OHS DOCUMENTS

(<http://www.adm.monash.edu.au/ohse/documents/index.html>)

Hazard and Incident Report form

OHS management at Monash University: Structure, functions, roles & responsibilities

Procedures for first aid