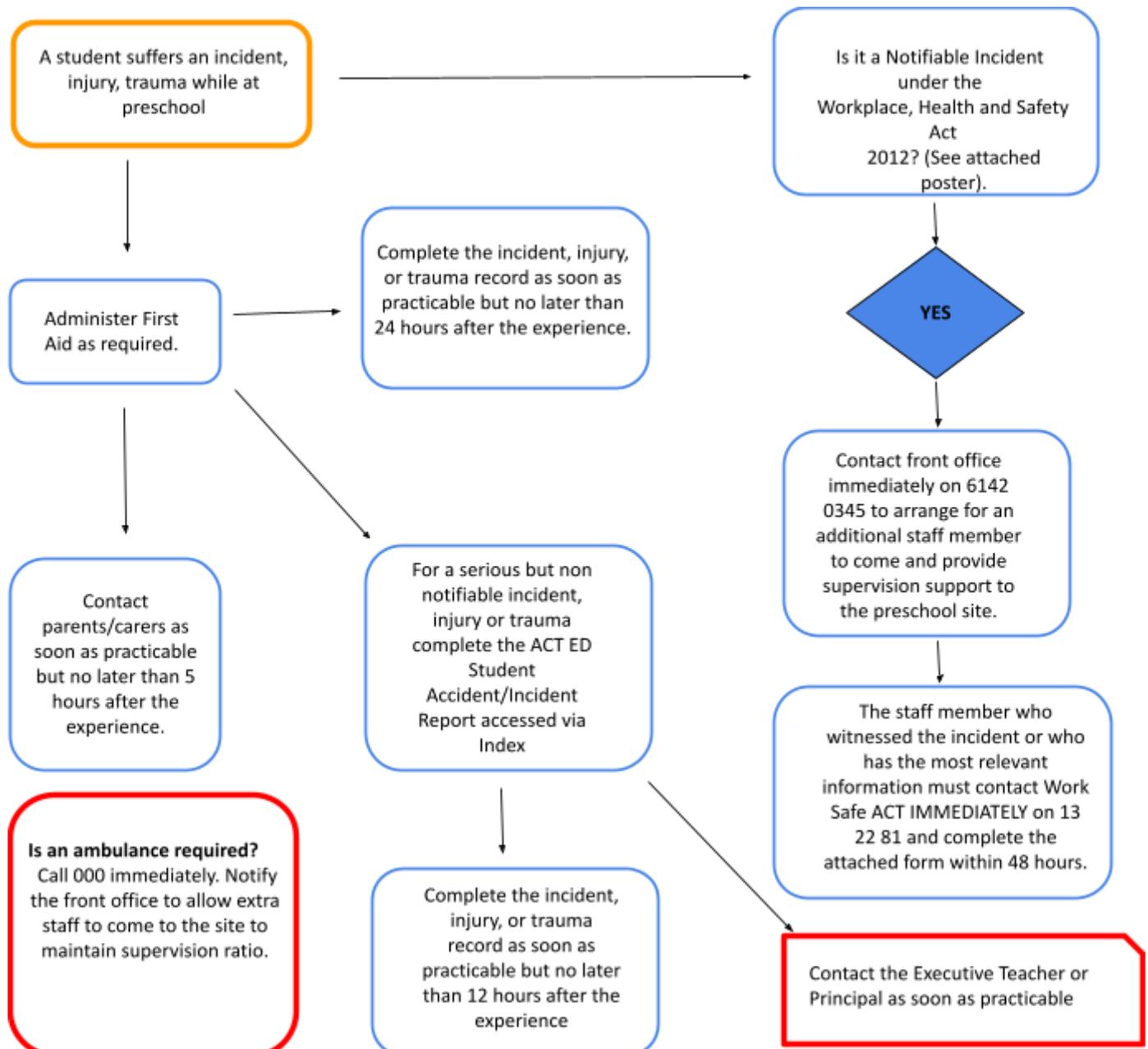




## Procedure: Incident, injury and trauma procedure

All Government Preschools are governed by the Workplace, Health and Safety Act 2012 as well as the Education and Care Services National Regulations with respect to the management and reporting of an incident, injury, or trauma. The following flowchart explains the process for ensuring compliance with both laws.



**Is an ambulance required?**  
Call 000 immediately. Notify the front office to allow extra staff to come to the site to maintain supervision ratio.

## What is a Notifiable Incident?

(Notice must be given in accordance with section 38(2) of the *Workplace, Health and Safety Act 2012*)

'Notifiable incidents' include the following:

- the death of a person
- a serious injury or illness of a person
- a 'dangerous incident'

### What is a serious injury or illness?

"Serious injury or illness", of a person means an injury or illness requiring the person to have—

(a) immediate treatment as an in-patient in a hospital; or

(b) immediate treatment for—

- (i) the amputation of any part of his or her body; or
- (ii) a serious head injury; or
- (iii) a serious eye injury; or
- (iv) a serious burn; or
- (v) the separation of his or her skin from an underlying tissue (such as degloving or scalping);
- (vi) a spinal injury; or
- (vii) the loss of a bodily function; or
- (viii) serious lacerations; or

(c) medical treatment within 48 hours of exposure to a substance, and includes any other injury or illness prescribed by regulation but does not include an illness or injury of a prescribed kind.

A '**dangerous incident**' means any 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:

- 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 pressurised substance
- electric shock
- 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 authorised for use in the regulations
- the collapse or partial collapse of a structure
- the collapse or failure of an evacuation 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
- another event prescribed in the regulations.

Notice **must** be given **IMMEDIATELY** after becoming aware of the event **and** within 48 hours in writing.

**Workplaces must preserve/not disturb the site until an inspector arrives at the site or any earlier time that an inspector directs as per section 39(1) of the WHS Act as part of the incident notification requirements.** An incident site where a notifiable incident occurs must be preserved/not disturbed as far as is reasonably practicable to enable a WorkSafe inspector to undertake an investigation or at an earlier time as the inspector directs. A site must not be disturbed with the exception of the following actions:

- assisting an injured person
- removing a deceased person
- making the site safe or to minimise the risk of a further notifiable incident
- undertaking of a police investigation or
- any action for which an inspector or the regulator has given permission

Maximum penalties which can be incurred for failure to preserve a incident site are \$10000 for an individual or \$50000 for a body corporate.

**After becoming aware that an incident has occurred, workplaces must report 'notifiable incidents' to WorkSafe ACT IMMEDIATELY, and by the fastest possible means, either:**

- by phone - ring WorkSafe ACT on 13 22 81
- in writing - you can complete a [Notifiable Incident Report Form](#) and forward it to WorkSafe ACT, GPO Box 158, Canberra City, ACT, 2601
- email [worksafe@act.gov.au](mailto:worksafe@act.gov.au)

After 1 January 2012, the reporting of a notifiable incident must be done using the [Notifiable Incident Report Form](#)

Records of serious events must be kept for 5 years after the date notice is given.

The maximum penalty for failure to comply with the notification requirements is \$10,000 for an individual or \$50,000 for a body corporate.



**Serious  
Accidents/Incidents  
Actions**

**Step 1:** Provide First Aid and ring Emergency services on Triple 0 and ask for an Ambulance

**Step 2:** Make safe anyone in immediate danger and isolate incident site to leave undisturbed until WorkSafe ACT advises

**Step 3:** Immediately notify WorkSafe on 13 22 81 and the Directorate's Health, Safety & Wellbeing section on ext. 70614

**Step 4:** Within 24 hours forward written Accident and Incident Report to Principal/ Manager. Within 48 hours forward the written Accident and Incident Report to the Health, Safety & Wellbeing section and to WorkSafe.