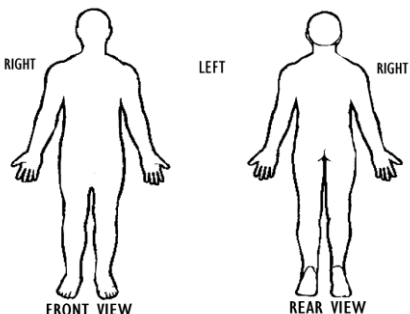


Accident & injury report form for client sites

1. Report a notifiable accident or incident to the regulatory authority **immediately** you are aware of a notifiable accident or incident (see page 3 for definition of a notifiable accident or incident)
2. Report the accident or incident to your scheme agent or insurer within **48 hours**.
3. Report other incidents involving an injury or illness where workers compensation is payable
4. Where other incidents occur involving an injury or illness to workers that are not notifiable under the WHS Act and where workers compensation is payable or may be payable (such as for time lost and/or medical expenses), notify your Scheme Agent or insurer within 48 hours
5. Report an accident within the following timeframe to the designated Client Representative. For incidents and near misses use *RM-001 - Accident & Injury Report* form

Type of Incident	Verbal Notification	Written Notification	Investigation Report
Near miss / hit	Within 24 hours	Within 2 business days	Within 10 business days
Property / equipment damage	Within 24 hours	Within 2 business days	Within 10 business days
First aid case	Within 24 hours	Within 2 business days	Within 10 business days
Medical treatment injury	Within 12 hours	Within 2 working days	Within 5 business days
Lost time injury	Within 12 hours	Within 1 business day	Within 5 business days
Notifiable Incident	As soon as reasonably practicable	Within 1 business day	Within 3 business days (initial report)

Name of injured person		Date of injury:	
		Time of injury	
Worker status & job title (FT, PT, casual or other-visitor etc)		Date injury reported	
		Reported to:	
Home address		Contact phone	
Location: Physical location where injury occurred:		<i>(If injury was not at normal workplace, include company name, address, site supervisor)</i>	
Nature of injury:		<i>(eg sprain, broken bone, etc)</i>	
Injured area: Area of body injured <i>(indicate location of injury on the diagram)</i>		<i>(Describe the area of the body injured, eg left hand, lower arm, elbow etc)</i> 	
Activity: What activity were you doing when you were injured?		<i>(eg lifting with mechanical device, manual handling, driving forklift, etc)</i>	



Accident & injury report form for client sites

PPE: Were you using the correct PPE?	<i>(Please identify PPE being used)</i>				
Plant/Equipment What plant/equipment was involved?	<i>(Please identify plant/equipment being used)</i>				
Skills/experience	<i>(Are you experienced and/or authorised/ licensed to perform this activity?) (identify skills, licences held)</i>				
Action taken <i>(select the box)</i>	First Aid	Returned to work	Medical attention		
	☐	☐	Sent to doctor ☐	Sent to hospital ☐	Ambulance required ☐
			Name of treating doctor or hospital		
Is the accident a notifiable accident?	If yes: Report to appropriate regulatory authority immediately and notify your insurer within 48 hours			If no: Report to your scheme agent or insurer within 48 hours	
Is accident to be reported to regulatory authority?	<i>If Yes (indicate who and when this will be done) Then confirm this occurred. Who , When</i>			Confirm incident had been reported to regulatory authority Confirmed by Date	
Record response from Regulatory Authority					
Cause of injury	<i>(Please give your interpretation of what caused you to have this accident/injury – eg equipment failure)</i>				
Other areas that contributed to accident	<i>(What other issues may have contributed to this accident? Eg insufficient skills, deadlines, etc?)</i>				
Steps to prevent recurrence	<i>(Please indicate actions that can be taken to prevent it happening again)</i>				
Hazard report	<i>(Has a hazard report form been completed? (RM-001) – If no why not?)</i>				
Worker name and signature				Date	
Supervisor's name and signature				Date	
Name(s) of witnesses (if applicable) & contact details Add separate page if necessary					

Accident & injury report form for client sites

Next steps:

1. Do not disturb the area if serious injury has occurred
2. Record the information from this form in the **Accident & injury** register (Reg-060)
3. Complete a **Hazard report** form (RM-001) (if necessary)
4. Investigate hazard and put appropriate risk controls in place
5. Record the information from the **Hazard report** form in the **Risk management, hazard identification, assessment and control** register (Reg-100). Close the report when risk controls have been put in place
6. Refer to Accident & injury investigation policy and forms (if necessary)
7. File this form with Health & safety records and, if appropriate, file a copy in worker's personnel file.

Work Health & Safety Act 2011

Part 3 Incident notification

35 What is a "notifiable incident"

In this Act, **notifiable incident** means:

- (a) the death of a person, or
- (b) a serious injury or illness

36 What is a "serious injury or illness"

In this Part, **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), or
 - (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 the regulations but does not include an illness or injury of a prescribed kind.

37 What is a "dangerous incident"

In this Part, a **dangerous incident** means an 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:

- (a) an uncontrolled escape, spillage or leakage of a substance, or
- (b) an uncontrolled implosion, explosion or fire, or
- (c) an uncontrolled escape of gas or steam, or
- (d) an uncontrolled escape of a pressurised substance, or
- (e) electric shock, or
- (f) the fall or release from a height of any plant, substance or thing, or
- (g) the collapse, overturning, failure or malfunction of, or damage to, any plant that is required to be authorised for use in accordance with the regulations, or
- (h) the collapse or partial collapse of a structure, or
- (i) the collapse or failure of an excavation or of any shoring supporting an excavation, or
- (j) the inrush of water, mud or gas in workings, in an underground excavation or tunnel, or
- (k) the interruption of the main system of ventilation in an underground excavation or tunnel, or
- (l) any other event prescribed by the regulations, but does not include an incident of a prescribed kind