

16.21 INCIDENT NOTIFICATION & INVESTIGATION

16.21.1 INTRODUCTION

The Diocese is committed to ensuring the health, safety and wellbeing of all its workers. Part of this commitment includes ensuring all incidents that occur are reported, investigated and corrective actions put in place.

16.21.2 PURPOSE

The Diocese aims to ensure, so far as reasonably practicable, that all incidents that occur:

- at any building or site owned, occupied or managed by the Diocese; or
- whilst work or activities are undertaken on behalf of the Diocese are appropriately notified, investigated and corrective action put in place to reduce the likelihood of it occurring again or an injury or illness occurring or re-occurring.

An incident may include a 'near miss', injury, illness, accident or dangerous occurrence.

16.21.3 LEGISLATIVE REQUIREMENTS

- WHS Act 2011 (NSW)
- WHS Regulations 2011 (NSW)

16.21.4 PROCEDURE

Stage 1 An incident occurs

Step 1 Determine if any people are involved in the incident.

If people are involved, provide or arrange for medical assistance (via First Aider) if required and safe to do so.

Step 2 Report the incident to the Parish Council Safety Delegate and WHS Officer.

Stage 2 Determine if the incident is a dangerous occurrence or a significant injury.

Step 3 The WHS Officer must determine if the incident would be classified as a dangerous occurrence or a significant injury.

Dangerous occurrence and significant injuries include:

Dangerous Incident	Significant Injuries
Uncontrolled escape, spillage or leakage of a substance	Immediate treatment as an inpatient
Uncontrolled implosion, explosion or fire	Immediate treatment for amputation
Uncontrolled escape of gas or steam	Immediate treatment for spinal injury
Uncontrolled escape of pressurised substance	Immediate treatment for serious laceration
Electric Shock	Immediate treatment for serious head injury
Fall or release from height of any plant, substance or thing	Immediate treatment for serious eye injury
Collapse, overturning, failure, malfunction or damage to plant requiring authorisation as per the regulations	Immediate treatment for serious burn
Collapse or partial collapse of a structure	Immediate treatment for separation of his/her skin from the underlying tissue (de-gloving, scalping)
Collapse or failure of excavation or of shoring supporting excavation	Immediate treatment for loss of bodily functions
In rush of water, mud or gas in workings in underground excavation or tunnel	Treatment within 48 hours for exposure to a substance
Interruption of main system of ventilation in underground excavation of tunnel	

Stage 3 A dangerous occurrence and significant injury has occurred

Step 4 If the incident is a dangerous occurrence or a significant injury, the Parish Council Safety Delegate/WHS Officer must:

- Ensure that the area is isolated and the WHS Officer is contacted immediately on 0457 829 906 or 02 4926 3733.

- If unsure if the incident meets the criteria, contact the WHS Officer.
- The WHS Officer must notify the Diocesan Business Manager and WorkCover immediately after being notified of a dangerous occurrence or significant incident.
- The WHS Officer will attend the site of the incident and ensure it remains isolated until WorkCover NSW attends, advises or directs otherwise.

Step 5 WHS Delegate and WHS Officer to complete the Incident Report form and take photos of the site.

Stage 4 No dangerous occurrence and significant injury has occurred

Step 6 Worker and Parish Priest/ Incumbent to complete the Hazard & Incident Report form.

Stage 5 Incident Investigation

Step 7 All incidents must be investigated to determine their root cause, assess the risk and assign corrective actions.

It is the Parish Council Safety Delegate/WHS Officer's responsibility to conduct the incident investigation. The investigation must be conducted with the relevant worker and Parish Council Safety Delegate. Additionally, if required the WHS Officer will notify other workers/persons to assist with the investigation.

NOTE: All dangerous occurrences and significant injuries must be investigated with the WHS Officer.

The Parish Council Safety Delegate should take photos of the incident site to assist with determining causation and identify relevant witnesses to the event. The WHS Delegate/WHS Officer should organise to interview the witnesses as soon as possible after the event to determine the circumstances of the injury.

Step 8 The Hazard and Incident Report Form (Part 2) must be completed for all incidents and injuries. The investigation form must be completed within 48 hours of the incident occurring.

In the case of a vehicle accident, the WHS Officer will obtain appropriate police reports and associated documentation to assist with investigation of the incident.

Where an injury is to be claimed as workers' compensation, the WHS Officer shall report the injury to the appropriate WorkCover NSW agent within 48 hours.

Stage 6 Implement any changes as required to prevent the incident from re-occurring

Step 9 Outline any further corrective actions in accordance with the hierarchy of controls as outlined in the Hazard & Risk Management Standard. Liaise with the WHS Officer, if assistance is required.

WHS Officer to update incident and hazard/corrective action register and monitor implementation of controls.