

INCIDENT, INVESTIGATION & HAZARD REPORT FORM PROCEDURE

Version No	6.0
Issued	18/05/2021
Next Review	May 2025
GDS	12.63.1

1. OVERVIEW

The District Council of Orroroo Carrieton (the organisation) is committed to an incident reporting and investigation process that identifies appropriate corrective and preventative actions that are implemented and reviewed for effectiveness.

This Procedure aims to:

- (a) Implement a process whereby information on the organisation’s Incident Reporting and Investigation Procedure is provided during induction;
- (b) Provide managers and supervisors with training to enable them to investigate incidents that occur in their areas;
- (c) Provide a process for the reporting of incidents to the relevant manager or supervisor within 24 hours, or as soon as reasonably practicable after they occur;
- (d) Manage statutory reporting in accordance with legislative requirements;
- (e) Allow for the investigation of incidents by managers and supervisors and, where required, consultation with the Health and Safety Representative (‘HSR’) and/or relevant workers and stakeholders;
- (f) Identify and eliminate hazards or, where that is not reasonably practicable, minimise them, so far as is reasonably practicable, by the application of the Hierarchy of Control;
- (g) Implement a procedure that allows for preventative and corrective actions to be monitored and reviewed for effectiveness; and
- (h) Allow for a review of incident statistics by the Health and Safety Committee (HSC) and the management team so that trends are identified and planned corrective and preventative actions are completed.

SIGNED
Chief Executive Officer	Chairperson, WHS Committee
Date: 18 / 05 / 2021	Date: 18 / 05 / 2021

2. CORE COMPONENTS

The core components of the organisation’s Incident Reporting and Investigation Procedure aim to achieve the following:

- (a) Reporting
 - i. A procedure for the reporting of incidents is in place;
 - ii. Staff are trained in the reporting requirements and system;
 - iii. The system has a requirement to report (internally and externally);
 - iv. Immediate corrective action is taken where required; and
 - v. Incident reports are documented and records kept.
- (b) Investigation
 - i. A process for the investigation of incidents is in place;
 - ii. Appropriate staff are trained in the investigation process;
 - iii. Investigations are undertaken in line with the process;
 - iv. The investigation identifies preventative and corrective actions, if required;
 - v. The system requires any investigation to be documented and records kept;
 - vi. Appropriate consultation/communication occurs; and
 - vii. Investigations are appropriately completed including a review of the findings.

INCIDENT, INVESTIGATION & HAZARD REPORT FORM PROCEDURE

Version No	6.0
Issued	18/05/2021
Next Review	May 2025
GDS	12.63.1

3. DEFINITIONS

Corrective Action	Action to eliminate the cause of, or to control, an identified hazard
Dangerous incident	<p>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—</p> <ul style="list-style-type: none"> (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. <p>[as defined by the Work Health and Safety Act 2012: Section 37]</p>
HSR	Health and Safety Representative
Hierarchy of Control	<p>If it is not reasonably practicable for risks to health and safety to be eliminated, risks must be minimised, so far as is reasonably practicable, by doing one or more of the following:</p> <ul style="list-style-type: none"> (a) substituting (wholly or partly) the hazard giving rise to the risk with something that gives rise to a lesser risk; (b) isolating the hazard from any person exposed to it; or (c) implementing engineering controls. <p>If a risk then remains, the duty holder must minimise the remaining risk, so far as is reasonably practicable, by implementing administrative controls.</p> <p>If a risk then remains the duty holder must minimise the remaining risk, so far as is reasonably practicable, by ensuring the provision and use of suitable personal protective equipment.</p> <p>[as defined by the Work Health and Safety Regulations 2012 Regulation 36]</p>
Incident	<p>Any unplanned event resulting in, or having a potential for injury, ill health, damage or other loss</p> <p>[as defined by Australian/New Zealand Standard AS/NZS 4801:2001 Occupational health and safety management systems—Specification with guidance for use].</p>
Incident Classifications (Water and Sewerage)	<p>Priority type 1 incidents are notifiable and have caused:</p> <ul style="list-style-type: none"> • death or serious impact on health, safety, environment and community (HSEC); • significant facility breakdown (impacting greater than 5000 customers for a major entity or greater than 20% of the customers for minor or intermediate entities);

INCIDENT, INVESTIGATION & HAZARD REPORT FORM PROCEDURE

Version No	6.0
Issued	18/05/2021
Next Review	May 2025
GDS	12.63.1

	<ul style="list-style-type: none"> significant private property damage (greater than \$1M for a major entity or greater than \$100,000 for minor or intermediate entities). <p>Type 1 incidents could cause:</p> <ul style="list-style-type: none"> death or serious impact on health, safety, environment and community (HSEC); significant facility breakdown (which impacts more than 5000 customers for major entities and/or property damage or greater than 20% of the customers for minor or intermediate entities); significant private property damage (greater than \$1M for a major entity or greater than \$100,000 for minor or intermediate entities). <p>Type 2 incidents have resulted in:</p> <ul style="list-style-type: none"> near miss of a health, safety, environment and community (HSEC) nature; facility breakdown (which impacts less than 5000 customers for major entities and/or property damage or less than 20% of the customers for minor or intermediate entities); private property damage (less than \$1M for a major entity or less than \$100,000 for minor or intermediate entities).
LGAWCS	Local Government Association Workers Compensation Scheme
Notifiable incident	<p>(a) the death of a person; or</p> <p>(b) a serious injury or illness of a person;</p> <p>(c) a dangerous incident.</p> <p>[as defined by the Work Health and Safety Act 2012 Section 35]</p>
Preventative Action	Proactive action taken before an incident occurs
Serious injury or illness	<p>An injury or illness requiring the person to have—</p> <p>(a) immediate treatment as an in-patient in a hospital; or</p> <p>(b) immediate treatment for—</p> <ol style="list-style-type: none"> 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 <p>(c) medical treatment within 48 hours of exposure to a substance</p> <p>[as defined by the Work Health and Safety Act 2012: Section 36]</p>
Worker	<p>A person is a <i>worker</i> if the person carries out work in any capacity for a person conducting a business or undertaking, including work as—</p> <p>(a) an employee; or</p> <p>(b) a contractor or subcontractor; or</p> <p>(c) an employee of a contractor or subcontractor; or</p> <p>(d) an employee of a labour hire company who has been assigned to work in the person's business or undertaking; or</p>

INCIDENT, INVESTIGATION & HAZARD REPORT FORM PROCEDURE

Version No	6.0
Issued	18/05/2021
Next Review	May 2025
GDS	12.63.1

	<p>(e) an outworker; or (f) an apprentice or trainee; or (g) a student gaining work experience; or (h) a volunteer; or (i) a person of a prescribed class. [as defined by the Work Health and Safety Act 2012: Section 7]</p>
Workplace	<p>A workplace is a place where work is carried out for a business or undertaking and includes any place where a worker goes, or is likely to be, while at work. 'Place' includes— (a) a vehicle, vessel, aircraft or other mobile structure; and (b) any waters and any installation on land, on the bed of any waters or floating on any waters. [as per the Work Health and Safety Act, 2012, Section 8]</p>

4. PROCEDURE

4.1. Incident occurrence

- 4.1.1. Once an incident has occurred, the person(s) involved should (if possible) take whatever steps are necessary to control the hazard in order to prevent further incidents/injury and seek first aid assistance if required.
- 4.1.2. Workers must notify their manager or supervisor as soon as reasonably practicable after the incident has occurred. Where the incident involves a contractor, the contractor's manager or supervisor must notify the Contract Superintendent as soon as reasonably practicable.
- 4.1.3. The relevant manager or supervisor must, if required, take steps to make the area safe, including taking reasonably practicable steps to eliminate the hazard or apply interim controls.
- 4.1.4. The relevant manager or supervisor must notify the Manager of Corporate & Community Services as soon as any incident occurs that requires reporting to a Regulator so as to enable early intervention and return to work processes to commence.

4.2. Secure incident site for notifiable incidents

- 4.2.1. The relevant manager or supervisor must ensure, so far as is reasonably practicable, that the site or any plant, substance, structure or thing associated with the notifiable incident is not disturbed until the regulator arrives at the site or as directed by the regulator.
- 4.2.2. Section 4.2.1 does not prevent action being taken for the following reasons:
 - (a) To assist an injured person; or
 - (b) To remove a deceased person; or
 - (c) To make the site safe so as to avoid the real risk of a further notifiable incident; or
 - (d) To assist with a police investigation at the direction of the police; or
 - (e) Action taken with the permission of the regulator.

4.3. Statutory reporting undertaken

If any of the following incidents occur the Manager of Corporate & Community Services must check that the statutory reporting obligations are fulfilled as follows:

INCIDENT, INVESTIGATION & HAZARD REPORT FORM PROCEDURE

Version No	6.0
Issued	18/05/2021
Next Review	May 2025
GDS	12.63.1

- 4.3.1. A notifiable incident is reported to [SafeWork SA](#) by the fastest possible means (telephone 1800 777 209 - 24 hours a day) immediately after becoming aware that a notifiable incident has occurred.
- 4.3.2. Any incident occurring that involves electricity or an electric shock, gas or plumbing is reported to the [Office of the Technical Regulator](#) (telephone: 8226 5518; Business Hours or 1800 558 811 After Hours):
- (a) In the case of a death resulting from the incident - immediately by telephone
 - (b) In the case of a person requiring medical assistance resulting from the incident - within one working day of the incident
 - (c) In any other case that involves electricity - within ten working days of the incident
 - (d) Gas incidents resulting in damage to property of \$5,000 or more – within ten working days of the incident
 - (e) Gas incidents involving a gas infrastructure pipeline (operating above 1050 kPa) resulting in any injury or damage to property, or incidents requiring the attendance of a fire brigade – within one month from the date of the incident.
 - (f) In the case of Water or Sewerage system incidents;
 - i. For Priority type 1 incidents – Verbal notification immediately and written notification within 24 hours
 - ii. For Type 1 incidents - Verbal notification within 3 hours and written notification within 24 hours
 - iii. For Type 2 incidents - Verbal notification not required and written notification within 10 working days.
 Further guidance can be found [here](#)
- 4.3.3. Whenever any statutory reports have been made, the Manager of Corporate & Community Services should ensure that the LGAWCS has been notified.
- 4.3.4. Any claim for worker’s compensation should be reported in accordance with the Workplace Return to Work Procedure.
- 4.4. Manager or supervisor notifies HSR
The relevant manager or supervisor must consult, so far as is reasonably practicable, with the HSR (if one exists for the work group) on work health and safety matters, including the occurrence of an incident.
- 4.5. Documentation
- 4.5.1. An incident should be recorded on the Incident Report and Investigation form, (included at Appendix A), by the person who was involved in the incident, or, if this is not possible, by their manager and supervisor, as soon as possible after it has occurred or at least within 24 hours of it occurring.
- 4.5.2. The form should be forwarded to the relevant manager or supervisor.
- 4.6. Incident investigation
- 4.6.1. The relevant manager or supervisor should investigate the incident having regard to the requirements of the organisation’s Communication and Consultation Procedure.
- 4.6.2. The investigation should commence as soon as possible or at least within 24 hours of receiving notice of the incident. Depending upon the complexity and nature of the incident, the investigation may involve HSR(s), workers or

INCIDENT, INVESTIGATION & HAZARD REPORT FORM PROCEDURE

Version No	6.0
Issued	18/05/2021
Next Review	May 2025
GDS	12.63.1

stakeholders and may require external expertise. The LGAWCS is available to provide assistance and advice if required. The LGAWCS can be contacted on 0417 167 363 (Jacqui Quarton, Regional Risk Coordinator).

- 4.6.3. The focus of the investigation is to obtain an accurate picture of what occurred by:
- (a) Examining the scene of the incident and recording (as relevant) any physical evidence related to the event such as, but not limited to:
 - i. The location of the person(s) at the time of the event;
 - ii. Any issues associated with the use of any plant, equipment, or substances; and
 - iii. Relevant workplace conditions such as lighting, floor surface, warning signs, weather conditions.
 - (b) Interviewing persons involved and witnesses ;
 - (c) Reviewing background information including, but not limited to:
 - i. Documented procedures, safe operating procedures or work instructions for the work being carried out, and if there were any deviations from them;
 - ii. Maintenance and testing reports, if plant or equipment are involved;
 - iii. Training and competency records; and
 - iv. Any similar events that have occurred previously.
- 4.6.4. The findings should be recorded on the Incident Report and Investigation form.

4.7. Risk assessment

- 4.7.1. The relevant manager or supervisor will conduct a risk assessment (or review the risk assessment if one already exists) to determine:
- (a) How severe a risk is and the harm could arise from it;
 - (b) How the hazard may cause harm;
 - (c) The likelihood of harm occurring;
 - (d) Whether the existing control measures are effective;
 - (e) Whether there are any trends relating to the type of incident occurring and, if so, whether any previous corrective actions have been reviewed for effectiveness;
 - (f) What action should be taken to control the risk; and
 - (g) How urgently the action needs to be taken.
- 4.7.2. The relevant manager or supervisor will consult with workers and other key stakeholders when identifying hazards and assessing risks to health and safety arising from the work carried out or to be carried out.

4.8. Corrective or preventative actions

- 4.8.1. The relevant manager or supervisor will identify the corrective or preventative actions ('CAPAs') required to control identified risks.
- 4.8.2. The relevant manager or supervisor will consult with workers and other key stakeholders when making decisions about ways to eliminate or minimise risks, including proposed CAPAs, and communicate these to all relevant persons across the organisation.
- 4.8.3. The findings should demonstrate that any risks to health and safety are eliminated, or where that is not reasonably practicable, minimised so far as

INCIDENT, INVESTIGATION & HAZARD REPORT FORM PROCEDURE

Version No	6.0
Issued	18/05/2021
Next Review	May 2025
GDS	12.63.1

is reasonably practicable, by applying the Hierarchy of Control and prioritising action in accordance with the Hazard Management Procedure.

- 4.8.4. Depending on the outcomes of the risk assessment and investigation, both short and long term control measures may be required.
 - 4.8.5. The relevant manager or supervisor will make sure that the completed Incident Report and Investigation form is forwarded to the Manager of Corporate & Community Services.
 - 4.8.6. The Manager of Corporate & Community Services will make sure that the incident is recorded and investigation findings are logged on the Corrective Action Register.
- 4.9. Monitor and review
- 4.9.1. The relevant manager or supervisor will:
 - (a) Discuss, monitor and evaluate controls for effectiveness in consultation with workers and other relevant stakeholders;
 - (b) Recommence the risk assessment process if new hazards are identified;
 - (c) Include a review of any controls implemented into workplace inspections, as relevant;
 - (d) Communicate the outcomes of the incident investigation process to the HSC; and
 - (e) Close out the Incident Report and Investigation form when actions have been reviewed for effectiveness and send the completed form to the Manager of Corporate & Community Services.
 - (f) Provide appropriate reporting of hazards and incidents on a monthly basis to the LGAWCS.
 - 4.9.2. The Manager of Corporate & Community Services will monitor incident statistics and present a report to the management team and HSC. This should include outstanding items on the Corrective Action Register.
 - 4.9.3. The HSC should monitor the incident statistics during its meetings.
 - 4.9.4. The management team will review incident statistics and reports and direct action when required. Minutes should record outcomes of discussions and proposed actions.
 - 4.9.5. The incident reporting and investigation program should be subject to internal audit and the audit findings should be reported as part of the ongoing management review process.

5. TRAINING

- 5.1. The Incident Reporting and Investigation Procedure will be explained during the induction process.
- 5.2. Managers, supervisors, HSRs and the HSC should be trained in incident investigation.
- 5.3. Persons undertaking risk assessments mandated by legislation eg plant, hazardous substances, confined spaces etc should have specific training to address those legislative requirements.

6. RECORDS

INCIDENT, INVESTIGATION & HAZARD REPORT FORM PROCEDURE

Version No	6.0
Issued	18/05/2021
Next Review	May 2025
GDS	12.63.1

The following records should be maintained:

- 6.1. Incident report and investigation forms
- 6.2. Information related to worker’s compensation claims
- 6.3. Information in relation to legal proceedings involving the District Council of Orroroo Carrieton
- 6.4. Risk assessments
- 6.5. Corrective Action Register
- 6.6. Training

Records must be managed in line with the current version of General Disposal Schedule 20 for Local Government.

7. RESPONSIBILITIES AND ACCOUNTABILITIES

7.1. The Management Team is accountable for:

- 7.1.1. Monitoring that the organisation meets its legislative responsibilities for incident reporting, investigation and hazard management;
- 7.1.2. Approval of expenditure necessary for the implementation of corrective and preventative actions;
- 7.1.3. Making sure managers and supervisors have been provided with training and instruction to investigate incidents effectively;
- 7.1.4. Making sure workers have been provided with training and can apply incident reporting and investigation and hazard management procedures within the limits of their responsibility;
- 7.1.5. Monitoring the Corrective Action Register and enforcing close-out of items when required;
- 7.1.6. Reviewing incident statistics, identifying trends and directing corrective action as required;
- 7.1.7. Making sure the management review process includes incident reporting and investigation; and
- 7.1.8. Monitoring compliance with statutory notices, where issued.
- 7.1.9. Enabling the organisation to provide incident and hazard management reporting to the LGAWCS for the purpose of LG sector reporting and RTWSA self-insurer reporting requirements.

7.2. Managers and supervisors are accountable for:

- 7.2.1. Providing workers with the necessary information, instruction, training and supervision to enable them to apply the Incident Reporting and Investigation and Hazard Management Procedures and undertake their tasks safely;
- 7.2.2. Making sure any worker who is involved in or witness to any incident in the workplace receives first aid, medical attention or other relevant support (such as transportation to a medical facility if immediate medical treatment is required – including counselling etc.);
- 7.2.3. Reporting by direct means immediately after they become aware, to the Manager of Corporate & Community Services if any of the following occurs in the areas under their control:
 - (a) A notifiable incident;
 - (b) Any incident occurs that involves electricity or an electric shock, gas or

INCIDENT, INVESTIGATION & HAZARD REPORT FORM PROCEDURE

Version No	6.0
Issued	18/05/2021
Next Review	May 2025
GDS	12.63.1

plumbing; or

(c) Any incident where a claim for worker's compensation may be made.

- 7.2.4. Securing the scene of an incident;
 - 7.2.5. Notifying the HSR once an incident occurs;
 - 7.2.6. Undertaking an investigation and risk assessment;
 - 7.2.7. Identifying, implementing and reviewing corrective actions for effectiveness;
 - 7.2.8. Including discussion and review of corrective actions arising from incident investigations in department meetings;
 - 7.2.9. Updating the Corrective Action Register and checking that close out of items occurs;
 - 7.2.10. Recommencing the risk assessment process if new hazards are identified;
 - 7.2.11. Including a review of controls implemented into workplace inspections, as relevant;
 - 7.2.12. Communicating the outcomes of the incident investigation process to all relevant persons in the organisation, including the management team and HSC;
 - 7.2.13. Forwarding the completed Incident Report and Investigation form to the Manager of Corporate & Community Services; and
 - 7.2.14. Complying with relevant LGAWCS procedures, including the Workplace Return to Work Procedure.
- 7.3. The Manager of Corporate & Community Services is accountable for:
- 7.3.1. Undertaking statutory reporting when required;
 - 7.3.2. Notifying LGAWCS (for the purpose of LG sector reporting) when statutory reporting has occurred ;
 - 7.3.3. Monitoring incident statistics and presenting a regular report to the management team, HSC, and RTWSA self-insurer;
 - 7.3.4. Communicating changes in relevant WHS legislation across the organisation.
- 7.4. Workers are accountable for:
- 7.4.1. Attending training when required;
 - 7.4.2. Reporting incidents to their manager or supervisor as soon as reasonably practicable;
 - 7.4.3. Completing the Incident Report and Investigation form as soon as practicable after the event or within 24 hours of the event occurring;
 - 7.4.4. Completing any documentation required for a claim under the Return to Work Act 2014 in accordance with the Workplace Return to Work Procedure.
 - 7.4.5. Participating in any incident investigation as required;
 - 7.4.6. Complying with corrective or preventative actions implemented by the organisation;
 - 7.4.7. Reporting any new hazards to their manager or supervisor as they arise; and

INCIDENT, INVESTIGATION & HAZARD REPORT FORM PROCEDURE

Version No	6.0
Issued	18/05/2021
Next Review	May 2025
GDS	12.63.1

7.4.8 Complying with the requirements of this Procedure that apply to them.

7.5. Health and safety representatives may:

7.5.1. Facilitate consultation between managers and workers in relation to workplace health and safety issues that affect the workgroup that they represent; and

7.5.2. Assist in the resolution of WHS issues.

7.6. The HSC's functions include:

7.6.1. Assisting with the return to work of workers who have suffered work-related injuries;

7.6.2. Reviewing incident statistics and trends and recommending action as required;

7.6.3. Reviewing the Corrective Action Register and referring issues to the management team that require management direction or enforcement.

7.7. Contractors and others are responsible for:

7.7.1. Complying with the requirements of this procedure

7.7.2. Reporting incidents to the Contract Superintendent as soon as reasonably practicable.

8. REVIEW

8.1. The Incident Reporting and Investigation Procedure should be reviewed by the Health & Safety Committee, in consultation with workers or their representatives, every five (5) years or more frequently if legislation or organisational needs change. This may include a review of:

8.1.1. Feedback from managers, workers, HSRs, HSC or other stakeholders;

8.1.2. Legislative compliance;

8.1.3. Audit findings relating to incident reporting and investigation;

8.1.4. Incident reports, claims costs and trends; and

8.1.5. Any other relevant information.

8.2. The reviews may result in preventative and/or corrective actions being implemented or revision of this document.

9. REFERENCES

[Work Health and Safety Act \(SA\) 2012 & Work Health and Safety Regulations \(SA\) 2012](#)

[General Disposal Schedule 20 for Local Government](#)

[Electricity \(General\) Regulations 2012](#)

[SafeWork SA webpage: Investigating a workplace incident](#)

10. RELATED DOCUMENTS

Corrective and Preventative Action Procedure

Electrical Safety Procedure

First Aid Procedure Hazard Management Procedure

INCIDENT, INVESTIGATION & HAZARD REPORT FORM PROCEDURE

Version No	6.0
Issued	18/05/2021
Next Review	May 2025
GDS	12.63.1

REVIEW HISTORY

	Version No:	Issue Date:	Description of Change:
LGAWCS	1.0	Dec 2009	New Document,
	2.0	05/04/13	Name changed from Accident/incident investigation and reporting procedure. Terminology changes to reflect 2012 WHS act, Regulations and Codes of Practice. E.g. OHS to WHS. Clarified section 4.2 Securing an incident site, to make clear actions that can & cannot be taken regarding an incident site. Update of notifiable incident information.
	3.0	26/11/15	Incident Reporting & Investigation form template added; Update Electricity (General) Regulations to 2012; updated notification requirements to include Gas and Plumbing notification requirements and language and formatting updates
	4.0	29/03/18	Added notifications requirements under 4.1.4; updated hyperlinks; included reference to use of online reporting platforms throughout document; added reference to the SafeWork SA Incident/Injury Investigation sheet (0897 Feb 2015) under 4.6.3(c) iv; added reference to trend analysis under 4.7.1(e); added requirement to communicate findings across organisation under 4.8.2; added requirement to assist witnesses under 7.2.2; added notifications requirements under 7.2.3; added communication requirements under 7.2.12; updated reference information(9) and related documents (10); minor spelling and grammatical changes. Added requirement for Sector reporting in 4.9.1.
	5.0	7/06/2018	Updated SafeWork SA link to investigating a workplace incident web page. Minor changes to document history table.
District Council Orroroo Carrieton	1.0	Dec 2010	New Document
	2.0	05/04/13	Name changed from Accident/Incident Investigation and Reporting Procedure to current title. Terminology changes to reflect 2012 WHS Act, Regulations and Codes of Practice. E.g. OHS to WHS. Examples of changes include: Clarified section 4.2 Securing an incident site, to make clear actions that can & cannot be taken to an incident site. Update of notifiable incident information
	3.0	23/3/2015	Reviewed – no changes
	4.0	16/2/2016	Incident Reporting & Investigation form template added; Update Electricity (General) Regulations to 2012; updated notification requirements to include Gas and Plumbing notification requirements and language and formatting updates
	5.0	23/7/2019	Section 4.7.1(e) added identifying trends; Section 4.8.2 added – communicating to relevant persons ways to minimise risk; Sections 4.9.1(f) & 7.1.9 & 7.3.3 added – provide monthly report of hazards and incident reports to LGAWCS; Section 7.2.2 – includes ‘witness’ and providing counselling. Section 7.3.2 – Notify LGAWCS when statutory reporting occurs. Added SafeWork SA webpage: Investigating a workplace incident to reference list. Procedure review changed from 3 years to 5 years.
	6.0	18/5/2021	Incident Report checklist updated. Hazards added.



INCIDENT, INVESTIGATION & HAZARD REPORT FORM PROCEDURE

Version No	6.0
Issued	18/05/2021
Next Review	May 2025
GDS	12.63.1

Appendix A: Incident Investigation & Hazard Report Form



INCIDENT, INVESTIGATION & HAZARD REPORT FORM PROCEDURE

Version No	6.0
Issued	18/05/2021
Next Review	May 2025
GDS	12.63.1

3. INJURY/ NEAR MISS

Part of Body <i>Indicate Left (L) or Right (R) side</i>	Event Type: <input type="checkbox"/> Injury <input type="checkbox"/> Near Miss
<input type="checkbox"/> No injury sustained <input type="checkbox"/> Arm	<input type="checkbox"/> Trip/Fall <input type="checkbox"/> Chemical Exposure
<input type="checkbox"/> Head <input type="checkbox"/> Hand/Wrist	<input type="checkbox"/> Falling Object <input type="checkbox"/> Vehicle/Plant work
<input type="checkbox"/> Eye <input type="checkbox"/> Leg	<input type="checkbox"/> Caught In <input type="checkbox"/> Recurrence
<input type="checkbox"/> Neck <input type="checkbox"/> Foot/Ankle	<input type="checkbox"/> Struck by <input type="checkbox"/> Stress/Anxiety
<input type="checkbox"/> Trunk - front <input type="checkbox"/> Internal	<input type="checkbox"/> Manual Handling <input type="checkbox"/> Other (please specify)
<input type="checkbox"/> Trunk - back <input type="checkbox"/> Multiple	<input type="checkbox"/> Repetitive work

Signature of Injured Person:

Date:

Treatment		Outcome	
<input type="checkbox"/> First Aid	<input type="checkbox"/> Doctor	<input type="checkbox"/> Returned to work	<input type="checkbox"/> Ambulance
<input type="checkbox"/> Hospital	<input type="checkbox"/> First Aid	Date and time if work ceased	TIME: AM PM

Is this a Return To Work Claim?

Yes No

If "YES" the employee must complete a Worker Report & receive a 'Kit'

Claim Form Received

Date Claim Form forwarded to LGAWCS

4. NOTIFIABLE OCCURRENCE: (Refer to the WHS Regulations for criteria)

Has this event resulted in a notifiable injury or occurrence? Eg death, electrocution, explosion, fire, gas or injury requiring hospitalisation	<input type="checkbox"/> Yes	<input type="checkbox"/> No
---	------------------------------	-----------------------------

If "Yes" the incident must be reported to SafeWorkSA by the Manager Corporate & Community Services in consultation with the CEO, within 24 hours and ensure site is left secure until advice received from SafeWork SA (Ph 1800 777 209)

Has this event resulted in an incident notifiable to the Office of the Technical Regulator (OTR) (Ph (08) 8226 1158) Eg Electricity, water or sewerage	<input type="checkbox"/> Yes	<input type="checkbox"/> No
---	------------------------------	-----------------------------

Reported by	Signature	Date
SafeWork SA Report No.	<input type="checkbox"/> n/a	OTR SA Report No. <input type="checkbox"/> n/a



INCIDENT, INVESTIGATION & HAZARD REPORT FORM PROCEDURE

Version No	6.0
Issued	18/05/2021
Next Review	May 2025
GDS	12.63.1

5. INVESTIGATION: To be completed as soon as practicable.

A review of an existing Risk Assessment or a new Risk Assessment MUST be completed if a hazard has been identified by this report and/ or investigation.

Photographs of incident attached?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
-----------------------------------	------------------------------	-----------------------------

5.1 INVESTIGATION TEAM:

Member	Name	Member	Name
Person Reporting the Incident		Manager/ Supervisor	
WHS Officer		Other:	

5.2 CONTRIBUTING FACTORS:

<input type="checkbox"/> Housekeeping	<input type="checkbox"/> JSA / SWI	<input type="checkbox"/> Vibration	<input type="checkbox"/> Tools
<input type="checkbox"/> Equipment not available	<input type="checkbox"/> Excessive workload	<input type="checkbox"/> Inadequate space	<input type="checkbox"/> Guarding
<input type="checkbox"/> Storage or stacking	<input type="checkbox"/> Manual handling	<input type="checkbox"/> Protective equipment	<input type="checkbox"/> Furniture
<input type="checkbox"/> Lack of maintenance	<input type="checkbox"/> Plant and equipment failure	<input type="checkbox"/> Materials	<input type="checkbox"/> Chemicals
<input type="checkbox"/> Slippery surfaces	<input type="checkbox"/> Irregular terrain	<input type="checkbox"/> Dust	<input type="checkbox"/> Fumes
<input type="checkbox"/> Noise	<input type="checkbox"/> Weather conditions	<input type="checkbox"/> Inadequate lighting	<input type="checkbox"/> Animals (domestic or wild)
<input type="checkbox"/> Insect stings / bites	<input type="checkbox"/> Lack of experience	<input type="checkbox"/> Fatigue	<input type="checkbox"/> Lack of understanding
<input type="checkbox"/> Procedures not followed	<input type="checkbox"/> Lack of attention	<input type="checkbox"/> Illness	<input type="checkbox"/> Language
<input type="checkbox"/> Misconduct	<input type="checkbox"/> Other		

Were any of the following corrective actions applied? Please tick boxes

<input type="checkbox"/> Risk Assessment or review existing RA	<input type="checkbox"/> Modify Equipment / Machinery	<input type="checkbox"/> Develop or review SWI	<input type="checkbox"/> Purchase of new plant/equipment
<input type="checkbox"/> Provision of training	<input type="checkbox"/> Job redesign	<input type="checkbox"/> Substitution	<input type="checkbox"/> Disciplinary Action
<input type="checkbox"/> Maintenance review	<input type="checkbox"/> Workstation assessment	<input type="checkbox"/> Review or change PPE	
<input type="checkbox"/> Change work environment	<input type="checkbox"/> Equipment of service	<input type="checkbox"/> Other (please specify)	

6. PREVENTATIVE ACTIONS TO BE TAKEN

To be completed by supervisor

Action	Person responsible	Due date	CAPA No.

I am satisfied that the corrective actions taken and preventative actions proposed will eliminate or minimise the hazard.

Supervisor signature: Date:



INCIDENT, INVESTIGATION & HAZARD REPORT FORM PROCEDURE

Version No	6.0
Issued	18/05/2021
Next Review	May 2025
GDS	12.63.1

7. CONSULTATION

To be completed by Person Reporting incident

Person Reporting incident - Name:	Date notified:	Time notified:
Comments on hazard, consultation and suitability of proposed controls:		
I am satisfied that adequate consultation occurred in the assessment of this hazard and identification of controls. HSR signature: Date:		

To be completed by department manager

Manager name:	Date notified:	Time notified:
Comments on actions and proposed controls, (including reasons for not implementing any proposed preventative action(s)):		
I am satisfied that the risk presented by this hazard has been reduced to as low as is reasonably practicable. Manager signature: Date:		

Report sighted by CEO	Name: Signature: Date:/...../.....
------------------------------	---

8. PROCESS

Recorded in Hazard Register	Date:	Initial:
Included in HSC agenda	Date:	Initial: