

DIOCESAN PROCEDURE FOR REPORTING NOTIFIABLE INCIDENTS

NOTIFIABLE INCIDENTS involving injury or illness to **EMPLOYEES** at your site(s)

SERIOUS INCIDENTS

involving a fatality or a serious injury or illness to an employee



Phone **1300 302 442 IMMEDIATELY** and select **Option 1** to speak to the Diocesan representative.

PLUS

Notify your **workers' compensation insurer** within 48 hours (applies to lay workers and other employees only, excludes ordained ministry staff).

OTHER INCIDENTS

involving an injury or illness to an employee, where workers' compensation may be payable

e.g. time lost, medical expenses.



Phone **1300 302 442 on the same or next business day** and select **Option 2** to speak to a Diocesan representative or leave a message.

PLUS

Notify your workers' compensation insurer within **48 hours**. (applies to lay workers and other employees only, excludes ordained ministry staff).

NOTIFIABLE INCIDENTS involving injury or illness to **NON-EMPLOYEES** at your site(s)

SERIOUS INCIDENTS

involving a fatality or a serious injury or illness to a non-employee.



Phone **1300 302 442 IMMEDIATELY** and select **Option 1** to speak to the Diocesan representative.

OTHER INCIDENTS

involving a non-employee where the injury or illness results in the person being unable to perform their normal activities for **7+ days**.



Phone **1300 302 442 on the same or next business day** and select **Option 2** to speak to a Diocesan representative or leave a message.

A Diocesan representative will notify WorkCover within 7 days.

NOTIFIABLE INCIDENTS that present a risk to health and safety at your site(s)

(i.e. Incidents where there is no injury or illness to employees or non-employees)

SERIOUS INCIDENTS

That are immediately life threatening but result in no injury or illness.

e.g. An uncontrolled explosion or fire.



Phone **1300 302 442 IMMEDIATELY** and select **Option 1** to speak to the Diocesan representative. Workcover will be notified as appropriate.

OTHER INCIDENTS

Certain incidents that are not immediately life threatening and result in no injury or illness.

e.g. exposure to specific substances



Phone **1300 302 442 on the same or next business day** and select **Option 2** to speak to a Diocesan representative or leave a message.

A Diocesan representative will notify WorkCover within 7 days.

EXAMPLES OF SERIOUS AND OTHER NOTIFIABLE INCIDENTS

Maximising Ministry by Minimising Harm

SERIOUS INCIDENTS

REQUIRING IMMEDIATE NOTIFICATION

- ▶ An incident where there has been a **fatality**.
- ▶ An incident where there has been a **serious injury or illness**, such as when a person:
 - has a limb amputated
 - is placed on life support system
 - loses consciousness from the impact of physical force, exposure to hazardous substances, electric shock or lack of oxygen
 - suffers significant lacerations
 - is trapped in machinery or a confined space
 - has serious burns
- ▶ An incident that presents an **immediate threat to life**, but results in no injury or illness such as:
 - **exposure** to hazardous substances, electric shock or lack of oxygen
 - **major damage** to plant, equipment, building or structure (e.g., collapse of an excavation)
 - **uncontrolled** explosion or fire, escape of gas, dangerous goods or steam
 - **imminent risk** of explosion or fire, escape of gas, dangerous goods or steam
 - **spill or incident** resulting in exposure or potential exposure of a person to notifiable or prohibited carcinogenic substance (e.g. asbestos fibres)

OTHER NOTIFIABLE INCIDENTS

NOTIFY SAME OR NEXT BUSINESS DAY

Examples of notifiable incidents that **DO NOT** present as an immediate risk to life:

- ▶ An **injury or illness** to a person that results in the person **being unfit for their usual work** for a continuous period of at least 7 days (supported by a medical certificate).
- ▶ Damage to any plant, equipment, building, structure or other thing that **impedes safe operation**.
- ▶ An **uncontrolled** explosion or fire, escape of gas, dangerous goods or steam.
- ▶ A **spill or incident** resulting in exposure or potential exposure of a person to a notifiable or prohibited carcinogenic substance.
- ▶ **Removal of workers** from work involving significant risks of high lead levels in the blood due to those levels being excessive
- ▶ **Exposure to bodily fluids** that presents a risk of transmission of blood-borne diseases.
- ▶ The **use or threatened use of a weapon** that involves a risk of serious injury to, or illness of, a person.
- ▶ Any **incident** that involves a risk of one of the above occurring and/or **serious injury or illness** or **substantial property damage**.
- ▶ **A robbery that involves** a risk of serious injury to, or illness of, a person.
- ▶ **An electric shock** that involves a risk of serious injury to a person.

In the event of an incident, provide immediate assistance as required (e.g. first aid) and call emergency services if necessary.

Be as helpful and as understanding as you can but it is important not to admit any liability on behalf of the Church.

The minister and wardens must be notified immediately.

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PLEASE NOTE: After a **serious incident** has occurred, **the immediate area around the incident must not be disturbed for a period of 36 hours**, except to assist any injured persons and to avoid further injuries and problems.