ACCIDENT/INCIDENT REPORTING AND RECORDING

Workplace Health and Safety Queensland (WHSQ) need to be notified if a person suffers a serious bodily injury (SBI) or a work-related illness or if a dangerous event occurs. Notification needs to be on an “Incident Notification Form” (Form 3 from WHSQ). This can be done electronically from the webpage or on hard copy. A record of the incident is to be kept by the employer.

Generally the employer is to submit an approved form within 24 hours of becoming aware of an SBI, work-caused illness or dangerous event. Where a death has occurred, the employer is to contact WHSQ promptly after becoming aware of the death.

The scene of a SBI, work-cause illness or dangerous event is not to be interfered with, without the permission of a WHSQ inspector or a police office. However the scene can be moved to save lives, relieve suffering or to prevent further injuries and property damage.

Attached to this information sheet is:
- An example of recording minor injuries
- Sample form for recording first aid information at the workplace
- Definitions of terms relating to workplace injuries, illnesses and dangerous events
- Form 3 - Incident Notification Form (to WHSQ for a Serious Bodily Injury)

Employer

The employer has reporting requirements to Workplace Health and Safety Queensland when an ‘incident’ requiring notification occurs at your workplace. A record of site accidents, incidents and dangerous events should be kept in your work diary and on an accident report form.

An employer has to record the occurrence of an ‘incident’ (which requires a record to be kept) within three days of the event happening and make sure a copy is retained for one year after first recording it.

The employer is required to keep a record if a work caused illness, a work injury or a dangerous event happens at a workplace.

Worker

A worker should always contact his/her employer immediately when a serious accident occurs at the workplace. However, workers should be encouraged to report all injury incidents to their employer, even those resulting in very minor injuries. These reports will help to identify hazards in the workplace that may need to be addressed.
1.0 Minor Injury Record

A small booklet kept with the first aid kit can be ruled up with the headings as follows. The key words can be abbreviated (as in the table below); however other systems may work better in your workplace. Workers can be trained to keep the records or first aid personnel can keep the records. First aid record booklets can be purchased as an alternative.

Other information can be included, for example:

- The name of the 'person who administered the treatment'
- A brief description of 'how the injury occurred'
- A date of birth (particularly if there are people with similar names in the organisation).

Injuries that require more than a 'band-aid treatment' (that is where someone has to access medical treatment) should be investigated more fully, the procedure/process monitored and reviewed, other controls put in place and training given for changes in a process to prevent a similar injury.

2.0 Example of Minor Injury Record

<table>
<thead>
<tr>
<th>DATE</th>
<th>NAME</th>
<th>INJURY</th>
<th>BODY PART</th>
<th>TREATMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/01/05</td>
<td>J Doe</td>
<td>Bruise</td>
<td>L Hand</td>
<td>Ice</td>
</tr>
<tr>
<td>04/01/05</td>
<td>J Bloggs</td>
<td>Cut</td>
<td>5F L</td>
<td>Band aid</td>
</tr>
<tr>
<td>11/01/05</td>
<td>P Anderson Jnr</td>
<td>Welding flash</td>
<td>L &amp; R eyes</td>
<td>QAS</td>
</tr>
<tr>
<td>13/01/05</td>
<td>Mary Smith</td>
<td>Paper cut</td>
<td>3F R</td>
<td>Band aid</td>
</tr>
</tbody>
</table>

Where:

L Left
R Right
1F Thumb
1T Big toe
5F Little finger
5T Little toe
QAS Queensland Ambulance Service attended
# Sample Form for Recording First Aid Information at the Workplace

This form can be used to record first aid information as outlined in Section 2.7 of the First Aid Advisory Standard 2004.

## Personal details
- Name of injured/ill person
- Home Address
- Date of Birth
- Sex
- Phone (Work)
- Phone (Home)
- Worker (please circle) yes no
- Work Section
- Occupation
- Visitor (please circle) yes no
- Any known illness and/or medications

## Incident details
- Nature of injury/illness (for example, burn, laceration)
- Bodily location of injury/illness
- Date of incident
- Time
- Location
- How the injury/illness occurred
- Name/s of any witnesses

## First aid management
- Details of first aid given
- Any medical treatment (for example doctor, hospital, ambulance)

## Name of person administering first aid (please print)
- Work title
- Work section
- Signature
- Date
- Subsequent injury/illness management
3.0 Definitions for Part 7 of the WH&S Regulation 1997

INJURIES, ILLNESSES and DANGEROUS EVENTS (for full definitions see Queensland WHS Act 1995, Schedule 3)

Dangerous event
An event caused by Specified High Risk Plant (SHRP) or work activity involving exposure of people health and safety because of:

(a) collapse, overturning, failure, malfunction of, or damage to an item of SHRP
(b) collapse or failure of an excavation
(c) collapse or partial collapse of any part of a building or structure
(d) damage to any load bearing member of, or the failure of any brake, steering device or other control device of a crane, hoist, conveyor, lift or escalator
(e) implosion, explosion or fire
(f) escape, spillage or leakage of any hazardous materials or dangerous goods
(g) fall or release from height of any plant, substance or object
(h) damage to a boiler, pressure vessel or refrigeration plant
(i) uncontrolled explosion, fire or escape of gas or steam.

Grievous bodily harm (GBH)
(a) the loss of a distinct body part or an organ of the body
(b) serious disfigurement
(c) any bodily injury of such a nature that if left untreated would endanger or be likely to endanger life, or cause or be likely to cause permanent injury to health whether or not treatment is or could have been available.

Hazardous material
A substance with the potential to cause harm to people, property or the environment due to either the chemical, physical or biological properties of the substance. All dangerous goods, combustible liquids and chemicals are hazardous materials.

Plant
(a) machinery, equipment, appliance, pressure vessel, implement and tool
(b) personal protective equipment (PPE)
(c) a component of plant and a fitting, connection, accessory or adjunct to plant.

Serious bodily injuries (SBI)
(a) death
(b) loss of a distinct part or organ of the injured person
(c) injured person is absent from their voluntary or paid employment for more than 4 days.

Specified high risk plant (SHRP)
(a) air-conditioning unit that incorporates a cooling tower or has at least one compressor with a power rating of 50 kW or more
(b) amusement device used for commercial purposes and used for a recreational purpose and carries people while the device is in motion
(c) cooling towers
(d) escalators (including moving walkways)
(e) lifts
(f) LP gas cylinders that have a water capacity of more than 0.1 kg that contains liquefied petroleum gas under pressure.

**Work caused illness**

(a) an illness contracted by the person to which the work, workplace, workplace activity or specified high risk plant (SHRP) was a significant contributing factor

(b) the recurrence, aggravation, acceleration, exacerbation or deterioration in a person of an existing illness if work, workplace, workplace activity or SHRP was a significant contributing factor.

**Work injury**

(a) an injury that requires first aid or medical treatment

(b) the recurrence, aggravation, acceleration, exacerbation or deterioration of an existing injury if first aid or medical treatment is required and if work, workplace, workplace activity or SHRP caused the complaint

(c) a Serious Bodily Injury caused by work, a workplace, workplace activity or SHRP.
What is this form used for?

Certain workplace and non-workplace incidents must be reported, in the approved form, to Workplace Health and Safety Queensland or the Electrical Safety Office and records kept of the incidents for a certain time.

Who must complete the form?

Under the Workplace Health and Safety Regulation 1997, the relevant person who conducts a business or undertaking as an employer or self-employed person at a workplace or principal contractors (PCs) (at workplaces where construction work is being performed) must notify Workplace Health and Safety Queensland of the following workplace incidents:

- serious bodily injury; or
- work caused illness; or
- dangerous event.

If the workplace incident causes the death of the relevant person, the next in charge at the workplace must notify Workplace Health and Safety Queensland.

Under the Electrical Safety Regulation 2002, the employers or self-employed persons must notify the Electrical Safety Office or Workplace Health and Safety Queensland of the following incident or event:

- a serious electrical incident; or
- dangerous electrical event.

When is the form to be lodged?

The form must be lodged within 24 hours of the incident happening. Immediate notification by phone or fax is required if the incident involves a death.

How to lodge the form

The form can be faxed or posted to the nearest Workplace Health and Safety Queensland or Electrical Safety regional office or lodged online at www.dein.qld.gov.au

An employer or self-employed person does not have to report the same electrical incident separately to Workplace Health and Safety Queensland and the Electrical Safety Office.

Who must record the workplace incidents?

For a serious bodily injury, a work caused illness or a dangerous event, the relevant person who conducts a business or undertaking as an employer or self-employed person at the workplace or the principal contractor (PC) (at workplaces where construction work is being performed) must record the incident, in the approved form, within 3 days of becoming aware of the incident. The record must be kept for 7 years.

For a serious electrical incident or dangerous electrical event, employers or self-employed persons must record the incident, in the approved form, within 3 days of becoming aware of the incident or event. The record must be kept for 3 years.

Definitions

The following incidents are generally defined below. For specific legal definitions, refer to the relevant legislation.

- work injury
- serious bodily injury
- a work caused illness
- a dangerous event
- a serious electrical incident
- a dangerous electrical event

A work injury is –

(a) An injury to a person that requires first aid or medical treatment if the injury was caused by a workplace, a relevant workplace area, a work activity, or plant or substances for use at a workplace; or

(b) The recurrence, aggravation, acceleration, exacerbation or deterioration of an existing injury in a person if –

(i) First aid or medical treatment is required for the injury; and

(ii) A workplace, a relevant workplace area, a work activity, or plant or substances for use at a workplace caused the recurrence, aggravation, acceleration, exacerbation or deterioration; or

(c) Any serious bodily injury, if the injury was caused by a workplace, a relevant workplace area, a work activity, or plant or substances for use at a workplace.

A serious bodily injury means an injury to a person that causes –

(a) The injured person’s death; or

(b) The loss of a distinct part or an organ of the injured person’s body; or

(c) The injured person to be absent from the person’s voluntary or paid employment for more than 4 days.

A work caused illness means –

(a) An illness contracted by a person to which a workplace, a relevant workplace area, a work activity, or plant or substances for use at a workplace was a significant contributing factor; or

(b) The recurrence, aggravation, acceleration, exacerbation or deterioration in a person of an existing illness if a workplace, a relevant workplace area, a work activity, or plant or substances for use at a workplace was a significant contributing factor to the recurrence, aggravation, acceleration, exacerbation or deterioration.

A dangerous event means an event caused by specified high risk plant, or an event at a workplace or relevant workplace area, if the event involves or could have involved exposure of persons to risk to their health and safety because of –

(a) Collapse, overturning, failure or malfunction of, or damage to, an item of specified high risk plant; or

(b) Collapse or failure of an excavation or of any shoring supporting an excavation; or

(c) Collapse or partial collapse of any structure; or

(d) Damage to any load bearing member of, or the failure of any brake, steering device or other control device of, a crane, hoist, conveyor, lift or escalator; or

(e) Explosion, explosion or fire; or

(f) Escape, spillage or leakage of any hazardous material or dangerous goods; or

(g) Fall or release from a height of any plant, substance or object; or

(h) Damage to a boiler, pressure vessel or refrigeration plant; or

(i) Uncontrolled explosion, fire or escape of gas or steam.

A serious electrical incident is an incident involving electrical equipment where –

(a) A person is killed by electricity; or

(b) A person receives a shock or injury from electricity, and is treated for the shock or injury by or under the supervision of a doctor; or

(c) A person receives a shock or injury from electricity at high voltage, whether or not the person is treated for the shock or injury by or under the supervision of a doctor.

A dangerous electrical event is –

(a) When a person is not, or would not have been, electrically safe because of circumstances involving high voltage electrical equipment, where the person has not received a shock or injury; or

(b) An event involving electrical equipment and in which significant property damage is caused directly by electricity or originates from electricity; or

(c) The performance of electrical work by a person not authorised under an electrical work licence to perform the work; or

(d) The performance of electrical work by a person if, a person or property is not electrically safe as a result of the performance of the work; or

(e) The discovery by a licensed electrical worker of electrical equipment that has not been marked as required under the Electrical Safety Act 2002.
**Incident notification form**

Please retain a copy for your records

Read directions before completing this form. Please print. This form can also be completed online at www.deii.qld.gov.au

**Event type**

- [ ] WHS events
- [ ] dangerous electrical event
- [ ] serious electrical incident

If the incident is not a dangerous event, electrical event or a serious electrical incident, please tick WHS events.

**Incident outcome**

- [ ] work injury
- [ ] serious bodily injury
- [ ] work caused illness

Did you notify the Department of Employment and Industrial Relations?

- [ ] Yes
- [ ] No

Was injury/illness fatal?

- [ ] Yes
- [ ] No

If an electrical incident, has the electrical entity been notified?

- [ ] Yes
- [ ] No

**Incident details**

**Date**

- [ ]

**Time (24 hr)**

- [ ]

**Incident workplace address**

**Incident location**

**Injured person's details**

**Given names**

**Surname**

**Residential address**

**Contact No.**

**Date of birth**

- [ ]

- [ ]

- [ ] Male
- [ ] Female

**Employment details**

**Employment basis**

- [ ] full time
- [ ] part time
- [ ] casual

- [ ] member of public
- [ ] volunteer

- [ ] self-employed
- [ ] other

**Employment type**

- [ ] administration
- [ ] tradesperson
- [ ] professional
- [ ] apprentice/trainee
- [ ] other

- [ ] labourers and related workers
- [ ] plant and machine operators and drivers
- [ ] student

**Occupation**

**OFFICE USE ONLY**

- [ ] Event No.
- [ ] Event notification date
- [ ] Action

**Injury details**

**Nature of injury/illness**

- [ ] fracture
- [ ] sprain and strain
- [ ] electric shock
- [ ] burns
- [ ] crush injuries/feel
- [ ] other serious injury
- [ ] psychological
- [ ] cuts, scratches, lacerations
- [ ] abrasions

- [ ] amputation
- [ ] sprain in eye
- [ ] penetration by object
- [ ] back injury
- [ ] inhalation of substance
- [ ] ingestion of substance
- [ ] decompression illness

**Describe Bodily location of injury/illness**

**Medical treatment**

- [ ] nil
- [ ] CPR performed
- [ ] no medical treatment
- [ ] hospital admitted
- [ ] doctor only
- [ ] hospital observation

**Provide Hospital details**

**Mechanism of injury/illness**

- [ ] falls, trips and slips
- [ ] sound and pressure
- [ ] biological factors
- [ ] hitting objects with part of body
- [ ] other and unspecified agencies

- [ ] chemicals and other substances
- [ ] heat radiation and electricity
- [ ] being hit by moving objects
- [ ] workplace bullying

- [ ] not determined during investigation
- [ ] occupational violence
- [ ] body boring
- [ ] mental stress

**Agency of injury/illness**

- [ ] machinery and material plant
- [ ] mobile plant and transport
- [ ] materials and substances
- [ ] powered equipment, tools and appliances

- [ ] non-powered hand tools, appliances and equipment
- [ ] chemicals and chemical products

- [ ] animal, human and biological agencies
- [ ] environmental agencies

- [ ] other and unspecified agencies

- [ ] not determined during investigation

**Employer details**

Please enter the name, address, contact no. and the ABN of the company, partnership or sole trader the injured person was working for.

**Name**

**Address**

**ABN No.**

**Contact No.**

**Notifier details**

Please enter the name, telephone number and email address of the person filling out this form.

**Name**

**Contact No.**

**Email**

**Employer/PC signature**

**Signature**

**Date**

- [ ]

- [ ]

**PRIVATE STATEMENT** The Department of Employment and Industrial Relations respects your privacy and is committed to protecting personal information. The information provided on this form is for the purpose of assisting Workplace Health and Safety Queensland and for the Electrical Safety (Offices and Improper Activities) Act and is subject to the Information Standards (WHS) and Information Standards (Electrical Safety) Acts and the Health Information Privacy and Access Act. The Information Privacy and Access Act provides for access to personal information held by the Government which is likely to impinge on the personal or private affairs of an individual. The Information Privacy and Access Act and Privacy Protection Act provide for correction of any information which is erroneous, misleading or incomplete. Personal information may also be used by the Department of Employment and Industrial Relations for a related purpose. You may decline to provide personal information but this may affect our ability to assess your request. Further information on the privacy policy is available on our website www.deii.qld.gov.au.
Offices of the Department of Employment and Industrial Relations
Workplace Health and Safety Queensland and the Electrical Safety Office to which forms must be sent

Brisbane North
Centre Lutwyche, Level 4, 543 Lutwyche Road
P.O. Box 620, LUTWYCHE Q 4030
Fax: (07) 3247 9426

Brisbane South
Level 2, Block C, 643 Kessels Road
P.O. Box 6500, UPPER MT. GRAVATT Q 4122
Fax: (07) 3316 8431

Ayr
199 Queen Street
P.O. Box 619, AYR Q 4807
Fax: (07) 4761 2005

Bundaberg
16 Quay Street
Locked Mail Bag 3955, BUNDABERG Q 4670
Fax: (07) 4153 1207

Cairns
10-12 McLeod Street
P.O. Box 2465, CAIRNS Q 4870
Fax: (07) 4048 1493

Emerald
Shop 67 Clermont Centre
Cnr. Anakie & Clermont Streets
P.O. Box 1814, EMERALD Q 4720
Fax: (07) 4982 3756

Gladstone
Gladstone Government Offices
Level 2, Cnr Oake Lane and Roseberry Street
Locked Mail Bag 15, GLADSTONE Q 4680
Fax: (07) 4972 6196

Gold Coast
Level 1, 10 Clivey Road
Locked Mail Bag 91, SOUTHPORT Q 4255
Fax: (07) 5523 5060

Innisfail
12 Fitzgerald Esplanade
P.O. Box 558, INNISFAIL Q 4860
Fax: (07) 4061 4371

Ipswich
Level 2, Ipswich Courthouse
Cnr East and Limestone Streets
P.O. Box 225, IPSWICH Q 4305
Fax: (07) 3202 1018

Logan
Level 1, Wembley Place
51 Wembley Road, LOGAN CENTRAL Q 4114
P.O. Box 829, WOODRIDGE Q 4114
Fax: (07) 3187 8333

Mackay
Post Office Square, Level 1
Cnr. Sydney and Gordon Streets
Locked Mail Bag 1, MACKAY Q 4740
Fax: (07) 4967 4477

Maryborough
319-325 Kent Street
Locked Mail Bag 65, MARYBOROUGH Q 4650
Fax: (07) 4923 1704

Mt Isa
75 Camooweal Street
P.O. Box 2349, MT ISA Q 4825
Fax: (07) 4743 8122

Nambour
Centenary Square Building
Level 1, 52-64 Currie Street
P.O. Box 501, NAMBOUR Q 4560
Fax: (07) 5470 8717

Rockhampton
State Government Building
Level 2, 209 Bolsover Street
Locked Mail Bag 7, ROCKHAMPTON Q 4700
Fax: (07) 4938 4555

Roma
Cnr Spencer & Bowen Sts
P.O. Box 697, ROMA Q 4455
Fax: (07) 4624 3050

Thursday Island
Aglin Road
P.O. Box 341, THURSDAY ISLAND Q 4875
Fax: (07) 4069 2438

Towowoomba
James Cook Centre
Level 4, Cnr. Ruthven Street and Herries Street
P.O. Box 234, TOOWOOMBA Q 4350
Fax: (07) 4687 2875

Townsville
254 Ross River Road
Locked Mail Bag 15, AITKENVALE Q 4814
Fax: (07) 4786 7959

Electrical Safety Office
GPO Box 69, BRISBANE Q 4001

For more information, please call
1300 369 955 or visit the website
What is this form used for?

Certain workplace and non-workplace incidents must be reported, in the approved form, to Workplace Health and Safety Queensland or the Electrical Safety Office and records kept of the incidents for a certain time.

Who must complete the form?

Under the Workplace Health and Safety Regulation 1997, the relevant person who conducts a business or undertaking as an employer or self-employed person at a workplace or principal contractor (PC) (at workplaces where construction work is being performed) must notify Workplace Health and Safety Queensland of the following workplace incidents:

- serious bodily injury; or
- work caused illness; or
- dangerous event.

If the workplace incident causes the death of the relevant person, the next in charge at the workplace must notify Workplace Health and Safety Queensland.

Under the Electrical Safety Regulation 2002, the employers or self-employed persons must notify the Electrical Safety Office or Workplace Health and Safety Queensland of the following incident or event:

- a serious electrical incident; or
- dangerous electrical event.

When is the form to be lodged?

The form must be lodged within 24 hours of the incident happening. Immediate notification by phone or fax if the incident involves death.

How to lodge the form

The form can be faxed or posted to the nearest Workplace Health and Safety Queensland office or lodged online at www.dein.qld.gov.au

An employer or self-employed person does not have to report the same electrical incident separately to Workplace Health and Safety Queensland and the Electrical Safety Office.

Who must record the workplace incidents?

For a serious bodily injury, a work caused illness or a dangerous event, the relevant person who conducts a business or undertaking as an employer or self-employed person at the workplace or the principal contractor (PC) (at workplaces where construction work is being performed) must record the incident, in the approved form, within 7 days of becoming aware of the incident. The record must be kept for 1 year.

For a serious electrical incident or dangerous electrical event, employers or self-employed persons must record the incident, in the approved form, within 3 days of becoming aware of the incident or event. The record must be kept for 3 years.

Definitions

The following incidents are generally defined below. For specific legal definitions, refer to the relevant legislation:

- work injury
- serious bodily injury
- a work caused illness
- a dangerous event
- a serious electrical incident
- a dangerous electrical event

A work injury is –

(a) An injury to a person that requires first aid or medical treatment if the injury was caused by a workplace, a relevant workplace area, a work activity, or plant or substances for use at a workplace; or
(b) The recurrence, aggravation, acceleration, exacerbation or deterioration of an existing injury in a person if –
  (i) first aid or medical treatment is required for the injury; and
  (ii) a workplace, a relevant workplace area, a work activity, or plant or substances for use at a workplace caused the recurrence, aggravation, acceleration, exacerbation or deterioration; or
(c) Any serious bodily injury, if the injury was caused by a workplace, a relevant workplace area, a work activity, or plant or substances for use at a workplace.

A serious bodily injury means an injury to a person that causes –

(a) The injured person's death; or
(b) The loss of a distinct part or an organ of the injured person's body; or
(c) The injured person to be absent from the person's voluntary or paid employment for more than 4 days.

A work caused illness means –

(a) An illness contracted by a person to which a workplace, a relevant workplace area, a work activity, or plant or substances for use at a workplace was a significant contributing factor; or
(b) The recurrence, aggravation, acceleration, exacerbation or deterioration in a person of an existing illness if a workplace, a relevant workplace area, a work activity, or plant or substances for use at a workplace was a significant contributing factor to the recurrence, aggravation, acceleration, exacerbation or deterioration.

A dangerous event means an event caused by specified high-risk plant, or an event at a workplace or relevant workplace area, if the event involves or could have involved exposure of persons to risk to their health and safety because of –

(a) Collapse, overturning, failure or malfunction of, or damage to, an item of specified high risk plant; or
(b) Collapse or failure of an excavation or of any shoring supporting an excavation; or
(c) Collapse or partial collapse of any structure; or
(d) Damage to any load-bearing member of, or the failure of any brake, steering device or other control device of, a crane, hoist, conveyer, lift or escalator; or
(e) Implosion, explosion or fire; or
(f) Escape, spillage or leakage of any hazardous material or dangerous goods; or
(g) Fall or release from a height of any plant, substance or object; or
(h) Damage to a boiler, pressure vessel or refrigeration plant; or
(i) Uncontrolled explosion, fire or escape of gas or steam.

A serious electrical incident is an incident involving electrical equipment where –

(a) A person is killed by electricity; or
(b) A person receives a shock or injury from electricity, and is treated for the shock or injury by or under the supervision of a doctor; or
(c) A person receives a shock or injury from electricity at high voltage, whether or not the person is treated for the shock or injury by or under the supervision of a doctor.

A dangerous electrical event is –

(a) When a person is not, or would not have been, electrically safe because of circumstances involving high voltage electrical equipment, where the person has not received a shock or injury; or
(b) An event involving electrical equipment and in which significant property damage is caused directly by electricity or originates from electricity; or
(c) The performance of electrical work by a person not authorised under an electrical work licence to perform the work; or
(d) The performance of electrical work by a person if, a person or property is not electrically safe as a result of the performance of the work; or
(e) The discovery by a licensed electrical worker of electrical equipment that has not been marked as required under the Electrical Safety Act 2002.