

EHS INCIDENT REPORTING AND INVESTIGATION

1. Introduction

The University strives to ensure the health and safety of its staff, students, contractors and visitors, and to reduce its environmental impact, as far as is reasonably practicable.

All Environment, Health & Safety (EHS) incidents that occur in the course of University business must be reported. This is crucial to assist the University to understand, investigate and manage risks to its people, property and environment.

Some potentially high consequence EHS incidents require immediate notification by the EHS Unit to regulators such as WorkSafe Victoria. Serious consequences may apply if this requirement is not met.

EHS incidents include:

- Injuries or illnesses
- Incidents or near misses
- Property loss or damage
- Environmental damage.

2. Key Regulatory Requirements

The *Occupational Health and Safety Act 2004 (Vic)* requires employers to, so far as reasonably practicable, to provide a safe workplace.

The *Accident Compensation Act 1985 (Vic)* requires employees to report work-related injuries and illnesses to an employer, and for the employer to maintain a register of injuries.

3. Incident Reporting

Staff, students, contractors and visitors are required to report any EHS incident and/or hazard to their local supervisor or the manager of the work area as soon as reasonably practicable. The incident should be reported:

- via Themis EHS Incident Reporting, for those who have access to Themis; or
- on a hard-copy S3 Incident Report form.

High consequence incidents should be reported immediately, and other incidents should be reported within 24 hours of becoming aware of the incident, injury or illness. For more information about high consequence incidents, refer to [Safety Bulletin 01-07: Serious Injury and Incident Notification](#).

4. Responding to an EHS incident if a person(s) is injured:

1. Protect your health and safety;
2. Protect the health and safety of others;
3. Provide aid to any injured persons involved in the incident (if necessary);
4. Call for first aider (if necessary);
5. Call emergency services (if necessary);
6. Call campus security to coordinate access for emergency services on campus (if necessary);
7. Take essential action to make the site safe or to prevent a further incident (if applicable).



Basic tools for an incident investigation

Environment, Health and Safety Unit

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W: www.pb.unimelb.edu.au/ehs/

Further information and advice: <http://www.pb.unimelb.edu.au/ehs/>

Contact your EHS Adviser in the EHS Unit: Refer <http://www.pb.unimelb.edu.au/ehs/ehs/general/contact.php3>

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5. Responding to an EHS incident if no-one is injured or after injured person(s) have been assisted:

1. Isolate the incident site or take essential action to prevent a further incident;
2. Confirm if the incident requires immediate notification to WorkSafe (you can refer to [Safety Bulletin 01-07: Serious Injury and Incident Notification](#) for guidance on the types of incidents to which this applies);
3. If immediate notification is not required, restore site or commence repair work to make the site permanently safe;
4. If immediate notification to a regulator may be required, contact EHS Unit staff through Security on 8344 6666.

6. Health and Safety Representative Involvement

An elected employee Health and Safety Representative for a designated work group may inspect the workplace immediately following an incident occurring, providing it is safe to do so.

7. Supervisor Responsibilities

Incident reports are normally received by the reporter's supervisor. The supervisor is required to acknowledge the incident report.

If the incident risk rating is medium, high or very high, then the supervisor must ensure that a formal incident investigation is completed. This would normally be undertaken by an incident investigation team.

Incident Investigation Teams - Requirements and Responsibilities

The Incident Investigation Team may include the following participants:

- Local supervisor or manager (Team Leader)
- Persons involved in the incident and witnesses
- Health and Safety Representative (if reasonably practicable)
- EHS Adviser or local EHS Coordinator.

The supervisor normally acts as the Team Leader. At least one team member should be trained in University of Melbourne Incident Investigation methodology.

The incident investigation team establishes the facts of circumstances leading up to the incident, during the incident and after the incident, by gathering and considering information including the effectiveness of the existing risk assessments and risk controls. More detailed advice on what to investigate is available in EHS Manual [14.1.4.4. New. Incident Investigation](#).

The Incident Investigation team must recommend corrective actions to eliminate or reduce the risk of reoccurrence of a similar incident so far as is reasonably practicable.

The Incident Investigation Team Leader must provide a copy of the completed incident investigation report to the local EHS Committee and the EHS Adviser or Manager for the Faculty (Budget Division).

The supervisor is responsible for ensuring that appropriate corrective actions are implemented or that the recommended corrective actions are escalated to a person responsible for implementation.

The supervisor is required to ensure that when corrective actions are being implemented, the local personnel affected are consulted about the corrective actions.

The supervisor is required to monitor progress of implementation of corrective actions and record when implementation of corrective actions is finalised.

8. EHS Committee Responsibilities:

The Faculty/Division EHS Committee (or if applicable, the Local EHS Committee) is required to review incident investigation reports submitted by Incident Investigation Team Leaders.

The EHS Committee is required to nominate a person (usually the EHS Coordinator) to review and report back to the committee on the effectiveness of the implemented control measures.

9. Documents and Help

- EHS incident report and investigation forms, as well as help with Themis EHS Incident Reporting, are available from: <http://www.pb.unimelb.edu.au/ehs/ehs/incidentreporting>
- Template Terms of Reference for Faculty/Division EHS Committees are available from: <http://www.unimelb.edu.au/ehsm-new/B.html#B.7>
- Template Terms of Reference for Local EHS Committees are available from: <http://www.unimelb.edu.au/ehsm-new/B.html#B.8>
- The University's formal procedure for Incident Reporting and Investigation is available from: <http://www.unimelb.edu.au/ehsm-new/14.html#14.1>
- Please contact your EHS Adviser or Manager for further advice.

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