



Work Health and Safety Policy

Policy Id	WHS001
Original Version	17 August 2020 (replaced a series of policies)
Current Version	Approved by the Board of Governors, 29 August 2022
Scheduled review date	August 2025
Threshold Standard	2.3
Responsible person/s	Operations Manager and Chief Executive Officer

1. Introduction

The Adelaide Central School of Art Inc. (**the School**) considers the health and safety of all staff, students, visitors and other members of the School's community are of utmost importance. The School is committed to creating a safe and healthy work environment for all.

2. Purpose

The School has developed this Policy document to promote and create a safe working environment for all. This Policy demonstrates the School's compliance with, and ongoing commitment to the *Work Health and Safety Act 2012 (SA)* and *Work Health and Safety Regulations 2012 (SA)* and other relevant legislation and subordinate legislation.

3. Scope

This Policy applies to all activities and decisions of the School and all staff, students and members within the School community.

4. Repeal of previous policies

This Policy replaces the following policies and procedures of the School:

- WHS001 – Work Health, Safety and Welfare Policy;
- Policy No. 3 – Hazards Investigating and Reporting;
- Policy No. 4 – Accident Incident and Near Miss Reporting Policy;
- Policy No. 5 – First Aid;
- Policy No. 6 – Safety Audits;
- Policy No. 7 – Ultra-Violet Protection;
- Policy No. 8 – Emergency and Evacuation;
- Policy No. 9 – Information, Training and Supervision;
- Policy No. 10 – Hazardous Substances: Purchasing, Storage and Disposal;
- Policy No. 11 – Manual Handling;
- Policy No. 12 – Rehabilitation;
- Policy No. 13 – Working Alone;
- Policy No. 14 – Smoking;

- Policy No. 15 – Introducing New Plant, Equipment / Machinery, Materials and Processes;
- Policy No. 16 – Stress Management;
- Policy No. 17 – Emergencies: Management and Media Liaison

5. Definitions

- 5.1 **SDS** means Safety Data Sheets
- 5.2 **PCBU** means a person conducting a business or undertaking.
- 5.3 **PPE** means personal protective equipment.
- 5.4 **School** means the Adelaide Central School of Art Inc.
- 5.5 **WHS** means work health and safety

6. Policy

- 6.1 The School believes that the well-being of people at the School is a priority and must be considered during all work that is performed at the School.
- 6.2 Our employees, our students and the members of our School community are our most important asset. WHS is everyone's responsibility.
- 6.3 The School is committed, so far as reasonably practicable, to:
- achieve a safe and incident-free workplace;
 - consider WHS in all planning and work activities;
 - involve employees and students in the decision-making process through regular communication and consultation;
 - develop the capacity and knowledge of employees, students and other persons to ensure that everyone identifies, reports and controls risks, incidents and near-misses in the workplace; and
 - monitor, investigate and review the elimination or control of potential risks.

7. Responsibilities

- 7.1 The Chief Executive Officer (**CEO**) of the School has overall responsibility of the implementation of this Policy.
- 7.2 However, all staff, students and members of the School community are responsible to uphold this Policy and to ensure a safe and healthy work environment is created for all.
- 7.3 Procedures to be developed as advised by the CEO.
- 7.4 Individual roles and responsibilities are as follows:

Role	Authority / Responsibility for
<p>Operations Manager</p>	<p><u>General</u></p> <ul style="list-style-type: none"> • Supervising areas of responsibility to ensure compliance with this Policy and procedures. • Arrange for the regular inspection and testing of electrical equipment by a competent person. <p><u>Incidents</u></p> <ul style="list-style-type: none"> • Notifying SafeWork SA of any notifiable incident or when otherwise required by legislation, as soon as reasonably practicable.

- Ensuring that the scene of a notifiable incident is not disturbed until an inspector arrives at the site or any earlier time that an inspector directs otherwise.
- Consulting with affected workers (and their representatives) who carry out work for the business or undertaking who are, or are likely to be, directly affected by a notifiable incident.
- Ensuring that, where there may be a need for compensation, the correct forms are filled in and sent to the appropriate body.
- Consulting with other PCBU management if a notifiable incident involves the other PCBU's worker/s to determine roles and responsibilities for the investigation.
- Documenting any arrangement or agreement made in relation to an incident where another PCBU has involvement.

Hazard Management

- Providing and maintaining firefighting facilities (including site plans) in accordance with the nature of hazards within the workplace.

Hazardous Materials

- Ensuring that hazardous substances will be used, stored and disposed of in a manner that is safe and protects staff and students who use the substances and others who may be affected by the use of the substances from the risks of injuries and damage to health and welfare.
- Through the use of a safety data sheet submission process, ensuring that measures will be taken to use and store only the minimum range and minimum quantity of potentially hazardous substances and that the least hazardous substances will be used.
- Ensuring that SDS will be requested by-product of a current process. Operations Manager will ensure:
 - that appropriate safety information and equipment is available:
 - that substances are stored and disposed of appropriately and that there are appropriate safe work procedures in place, including action to be taken in the case of an emergency.

This information will be updated every five years or when new information becomes available.

- Ensuring that, where there is an exposure standard for a particular hazardous substance, then the appropriate controls, to ensure that there can be no risk of exposure exceeding the standard are in place before the introduction of the hazardous substance.
- Ensuring that the SDS are readily available in both a physical archive and also a digital archive.

	<ul style="list-style-type: none"> • Ensuring that staff who will be using the hazardous substances are trained by a competent person in the safe work procedures, the appropriate controls and action to be taken in the case of an emergency. • Ensuring that all substances stored at the School will be labelled in accordance with applicable legislation / codes regarding labelling, that labels will not be changed in any way and that when decanting, other than for immediate use, containers will be labelled in accordance with relevant legislation / codes. • Ensuring that all applicable audits and reviews are conducted in compliance with this Policy or any applicable legislation / codes. • Ensuring that all records are kept for the appropriate length of time as required by relevant legislation.
Work Health and Safety Officer	<ul style="list-style-type: none"> • Ensuring this Policy is implemented throughout the workplace and that all relevant managers / supervisors, are trained in the use of the Risk Management Systems procedure. • Regularly review and update Incident forms as required. • Ensuring that the School has appropriate procedures for receiving, processing and archiving information regarding incidents and hazards and responding in a timely way to that information. • Ensuring a risk assessment is conducted after a hazard is identified or an incident reported. The focus of the investigation must be on the circumstances of the hazard or incident, the failures of the system of work, and the control measures to be taken to prevent recurrence through the elimination or minimisation of risk. • Ensuring that all incidents are recorded and those records should be maintained for a period of at least five years. All injuries, illness and property damage must be recorded on the relevant Incident Report form.
First Aiders	<ul style="list-style-type: none"> • Administering first aid to persons in the workplace, where necessary. • Ensuring first aid equipment, facilities and supplies are re-stocked. • Maintaining a record of any injuries in the appropriate Incident Report form at the time of the injury or as soon after as reasonably practicable.
All staff, students and other persons	<ul style="list-style-type: none"> • Contacting a first aider if first aid supplies are required. • Reporting all incidents, regardless of their severity (including near misses), to management as soon as reasonably practicable. • If an injury occurs / hazard is identified, to ensure immediate short-term measures are taken to prevent any further incident and, if necessary, isolate the area.

7.5 A breach of this Policy and procedures contained therein may result in disciplinary action being taken.

8. Consultation and Communication

- 8.1 The School promotes active participation of all workers in decisions relating to WHS.
- 8.2 The School will endeavor to, so far as reasonably practicable, consult with staff, students and other persons and give them the opportunity, encouragement and training to be involved in WHS matters affecting the School and their own work.

9. Risk Assessments

- 9.1 The School acknowledges that various hazards exist within its workplace.
- 9.2 The School implements a Risk Management System that allows hazards to be eliminated, and where this is not possible, allows the risks associated with hazards to be minimised so far as reasonably practicable.
- 9.3 The School's Risk Management System's procedure is as follows:
- The School (through the Facilities Department or Operations Manager) will conduct a general School risk assessment each year.
 - Those in charge of a specialist area and/or a department will conduct a risk assessment of that area and/or department at the end of each semester or when variations to programming, equipment, materials and/or content are proposed. The risk assessment is to be submitted to the Operations Manager.
 - Where those undertaking the risk assessment believe a specialist should be called in to conduct all or part of the risk assessment, an application in writing is to be submitted to the Operations Manager, who will evaluate such request.
 - Where it is deemed necessary (or required by legislation), the School will employ consultants to undertake either a general School risk assessment or a specific risk assessment of a specialist area.
 - A risk assessment may include inspection of general:
 - Tidiness and cleanliness;
 - Clearances;
 - Stairways;
 - Gangways and platforms;
 - Pathways lighting;
 - Floors;
 - Dust and fumes;
 - Ventilation and air conditioning;
 - Storage areas;
 - Electrical;
 - Piping (gas, water);
 - Any boilers and heater, etc.;
 - Asbestos;
 - Machinery;

- Machine guarding;
 - Fire extinguishers;
 - Hazardous substances;
 - Chemical storage;
 - First Aid;
 - Protective equipment;
 - Emergency exits;
 - Work posture; and
 - Appropriate signage.
- 9.4 Following a risk assessment, the Facilities Department or delegate will assess and place the identified hazards in order of priority, consult with staff, students or others working in the area and decide on appropriate control mechanisms and/or Safe Operating Procedures to be implemented and the date by which it should be implemented.
- 9.5 The risk assessment should include consultation with relevant employees or contractors, students and/or other persons who work in the particular areas, including any hazards that have come to their attention.
- 9.6 Records of the risk assessment, the hazards identified, the control mechanisms implemented, safe operating procedures developed and the date when they were implemented will be kept for at least three years.
- 10. Hazard and Incident Reporting**
- 10.1 The School acknowledges the important role of incident reporting and investigation. Having effective systems for reporting and investigating hazards and incidents is part of the School's Risk Management System.
- 10.2 The School expects that all incidents (including near misses) and hazards, regardless of severity, are reported and investigated for the specific purpose of identifying the causes of the hazard or incident, and to allow for the implementation of corrective actions.
- 10.3 All staff, students, volunteers, contractors and sub-contractors are required to report any injury / incident (or near-miss) or hazard which has the potential to be a risk to a person's health, safety or welfare to their immediate supervisor or other appropriate person within the School.
- 10.4 If the incident involves another PCBU at the School workplace, then consultation must occur between that PCBU and the School to determine particular roles and responsibilities for the investigation. This agreement or arrangement with the PCBU should be documented.
- 10.5 A risk assessment must be conducted after an injury / incident (or near-miss). The focus of the investigation must be on the circumstances of the incident, the identification of hazards, the failures of the system of work, and the measures to be taken to prevent recurrence through the elimination or minimisation of risk.
- 10.6 Where a hazard cannot be remedied immediately but still presents a risk, all affected persons associated with the School will be informed (in consultation with the CEO) of action to be taken or avoided to reduce/eliminate the risk until long term solutions are implemented.

10.7 The Work Health and Safety Officer is responsible for:

- 10.7.1 ensuring this Incident Investigation and Reporting Policy and Procedure is implemented throughout the workplace and that all relevant managers/supervisors, are trained in the use of this procedure;
- 10.7.2 incident forms being regularly reviewed and updated;
- 10.7.3 resources being available for conducting incident investigation.
- 10.7.4 ensuring that Adelaide Central School of Art has appropriate processes for receiving and considering information regarding incidents, hazards and risks and responding in a timely way to that information;
- 10.7.5 ensuring that processes are in place within Adelaide Central School of Art for reporting notifiable incidents.

10.8 The Operations manager is responsible for::

- 10.8.1 notifying SafeWork SA where it is required by legislation - see Appendix 2 below;
- 10.8.2 ensuring that the scene of a notifiable incident is not disturbed until an inspector arrives at the site or any earlier time that an inspector directs otherwise;
- 10.8.3 notifying the CEO immediately
- 10.8.4 consulting with affected workers (and their representatives) who carry out work for the business or undertaking who are, or are likely to be, directly affected by the incident;
- 10.8.5 consulting with other PCBU management if an incident involves the other PCBU's worker/s to determine roles and responsibilities for the investigation;
- 10.8.6 documenting any arrangement or agreement made in relation to an incident where another PCBU has involvement;
- 10.8.7 supervising areas of responsibility to ensure compliance with this Policy.

11. **First Aid**

11.1 All persons at the School's premises are to be made aware of:

- 11.1.1 The location of first aid equipment and facilities;
- 11.1.2 The names and location of persons trained to administer first aid; and
- 11.1.3 The procedures to be followed when first aid is required

11.2 The location of first aid kits are as follows:

- 11.2.1 T&S Building: in each of the wet areas (one on each level) as well as the Machinery Workshop on the ground floor;
- 11.2.2 Administration Building: at the reception area (including a defibrillator).

11.3 First Aid Officers will be designated and advised to all staff and students from time to time.

11.4 The School will ensure all designated First Aid Officers hold the required first aid qualifications. The School will pay for all required first aid courses for designated First Aid Officers

11.5 For after-hours first aid assistance, contact the lecturer on duty who will direct you to the after-hours First Aid Officer and first aid supplies, as applicable.

11.6 If students have, or subsequently develop, a medical condition or use medicines that may adversely affect their safe use of equipment, they must seek advice from their medical

practitioner and also advise their lecturer before attending class. Such conditions include (but are not limited to):

- Sensitivity to chemicals, glues and essential oils;
- Allergies and reactions to dust and paint materials;
- Pregnancy;
- Temporary or permanent disabilities; and
- Limited visual or physical movement.

12. **Emergency Evacuation**

- 12.1 The School recognises that there is the potential for different types of emergencies in the workplace.
- 12.2 The School aims to implement appropriate emergency procedures to minimise the risks associated with emergencies that could potentially occur.
- 12.3 All equipment required to deal with specific types of emergencies (for example, spill kits, fire extinguishers, early warning systems such as fixed gas monitors or smoke detectors and automatic response systems such as sprinklers) will be maintained.
- 12.4 Site plans illustrating the location of fire protection equipment, emergency exits, emergency phone numbers and assembly points will be distributed and displayed where appropriate. All staff, students and other persons must become familiar with the site plans.
- 12.5 The Operations Manager will ensure that regular evacuation practice drills will be conducted (at least every 12 months).

13. **Smoking**

- 13.1 The School is a smoke-free environment (including e-cigarettes).
- 13.2 All staff, students and other persons shall ensure that the total School campus is a smoke-free environment. Those who wish to smoke shall do so outside the leased areas detailed in Appendix 1, and in such a way as to ensure that no other persons, either at the time or later, are affected by smoke.
- 13.3 Where the policy is not adhered to, the date, time, place and person shall be noted and reported to the Operations Manager.

14. **Hazardous Materials: Usage, Storage and Disposal**

- 14.1 All hazardous materials must be used and stored according to specifications outlined in the SDS specific to each product.
- 14.2 The School is required by law to have available on request SDS for aerosols, paint, mediums, solvents and all other chemicals that are used and stored on site at any time. This includes anything that produces dust and/or fumes when used. Items categorised as Highly Flammable must be limited to combined volumes of 500ml not exceeding 250ml per item. Larger volumes must not be used or stored on site. No aerosols are to be used in student studios.
- 14.3 The School keeps a catalogue of SDS for all items that are on course materials lists. It is students' responsibility to supply SDS for all items not on these lists that are to be stored and used at the School. If staff or students are unsure if any particular item is already covered on

these lists they must contact administration or refer to the catalogue before bringing it into the School. Suppliers are obliged to have SDS available for all relevant items sold. These can be requested at the point of sale. The supplier may provide a link so a copy can be downloaded.

- 14.4 The School shall maintain a register which names each hazardous substance used at the School and which details the quantity and the location of the substance stored or used at the School. The register is to be kept in the WHS file in the office and is to be made accessible to any staff, student or other person.
- 14.5 Where possible the control options with respect to hazardous materials will be implemented in the following order (or in combination):
 - 14.5.1 elimination of hazardous substances;
 - 14.5.2 substitution to less hazardous substances;
 - 14.5.3 isolation of the process to control the emission of hazardous substances;
 - 14.5.4 engineering controls , including local exhaust ventilation for vapours, gases or particles to contain or minimise exposure to hazardous substances;
 - 14.5.5 adoption of safe work practices; and/or
 - 14.5.6 the use of PPE.
- 14.6 Where PPE is used, PPE will conform to relevant Australian standards.
- 14.7 Where a hazardous substance is identified by the National Health and Medical Research Council as human carcinogen, or highly suspected as being a human carcinogen, or requires by law, that regular biological monitoring be undertaken (that is blood, urine or lung function test), the School will ensure that it will not be used within the School.
- 14.8 The School will conduct an annual audit of the hazardous substances stored in each area of the School and substances which are:
 - 14.8.1 out of date;
 - 14.8.2 surplus to the needs of the School;
 - 14.8.3 inadequately labelled; or
 - 14.8.4 new information makes them no longer desirable to have in the School, will be disposed of in an appropriate manner.
15. **Personal Electrical Equipment**
 - 15.1 All personal electrical equipment, such as computers, electrical charging devices, fans, etc., need to be tested for any electrical faults before use at the School.
 - 15.2 Only tested and tagged electrical equipment is permitted to be used at the School. The School arranges testing and tagging of all School and student personal electrical equipment on set dates during the year. Students will be advised of the dates. Equipment not tested on that date cannot be used at the School.
 - 15.3 The safety and correct use of all School and personal electrical equipment remains the responsibility of the user.
 - 15.4 The School will ensure that all electrical work is managed by ensuring that:

- 15.4.1 electrical installations comply with the *Work Health and Safety Regulations 2012* (SA), and other relevant Australian Standards;
 - 15.4.2 electrical work on fixed or portable equipment, including maintenance and repairs is carried out by a qualified electrician;
 - 15.4.3 brand-new electrical equipment that has never been put into use (other than second-hand equipment) does not require testing before first use. The testing regime of new equipment should be determined by a competent person. A tag is to be fitted to new equipment stating it is new to service and when the test is due;
 - 15.4.4 a record of testing is kept until the electrical equipment is next tested, permanently removed from the workplace or disposed of. The record of testing may take the form of a log book, database, register or a similar kind of record, or a tag;
 - 15.4.5 unsafe electrical equipment is disconnected or isolated and tested by a competent person prior to returning to service;
 - 15.4.6 hand held power tools must be maintained in a safe working condition and checked on a regular basis (as per AS 3760);
 - 15.4.7 all maintenance and repairs of hand held power tools must be carried out by a qualified electrician. All power tools should be recorded in an appropriate register;
 - 15.4.8 all electrical extension cords and portable electrical tools must be in sound condition and tested prior to use.
- 15.5 Any personal electrical item that is found to be non-compliant will be removed from the site.
16. **Outdoor work**
- 16.1 The School recognises that workers who work outdoors are exposed to a range of potential problems including, heat stress, thermal discomfort and exposure to UV radiation. The School recognises that exposure to UV radiation from the sun is a major cause of skin cancers.
- 16.2 UV protection that is appropriate to the circumstances must be worn or used by any staff, student or other person engaged in School activities outside. Examples include: hats; sunglasses; clothing; lip cream; sunscreens (at least SPF 30+); and natural or artificial shade.
- 16.3 Personal UV protection (such as wide-brimmed hats, sunglasses, lip cream and clothing) will be provided by the individual or as negotiated with the School.
- 16.4 However, where a staff member or contractor must spend the major or substantial part of the working day outside (for example a grounds maintenance person) the School may provide personal UV protection items.
- 16.5 Where possible, the School will provide natural or artificial shade.
- 16.6 The School will provide SPF 30+ sunscreen, which will be accessible in all first aid cabinets.

16.7 Where possible, outdoor work will be scheduled at times of the day when the UV radiation is less intense. The UV radiation is most intense between 10am and 2pm (or 11am – 3pm during daylight saving).

17. **Illegal and Prohibited items**

17.1 It is **illegal** to bring the following onsite

- Recreational drugs
- Drug paraphernalia
- Regulated imitation and replica firearms
- Deactivated firearms
- Firearms
- Prohibited weapons, items and explosives

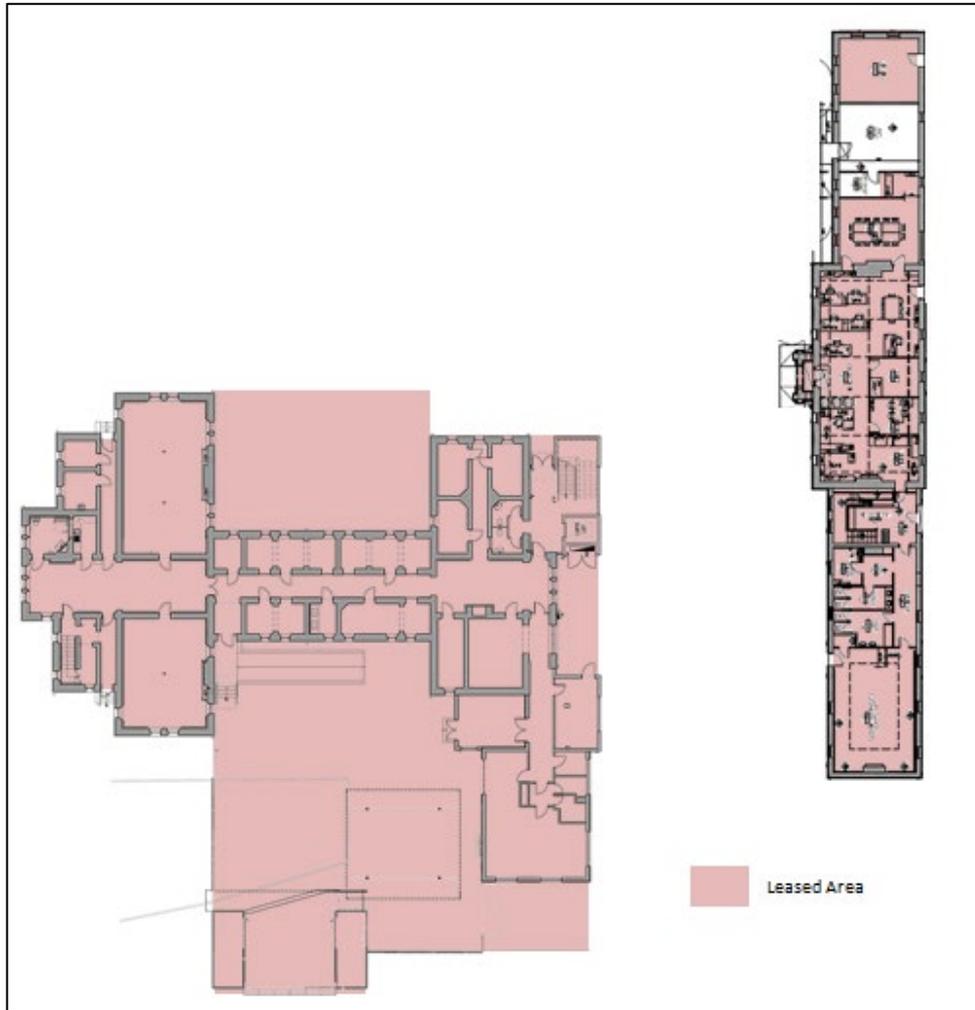
17.2 It is **prohibited** to bring the following items onsite

- Toy Firearms
- Pets and Animals (Unless exemption has been sought and provided by management)
- Turpentine (All varieties including but not limited too: Artists, Citrus, Pure Gum, Mineral)
- Solvents (Unless “Odourless”, “non-toxic” or “Low Toxic” or included on any school materials list)
- Materials and Equipment not included on unit materials lists (Unless risk assessment, with attached Safety Data Sheet, has been completed and approved)
- Flammable solvents and mediums in quantities larger than 500ml
- Offensive paraphernalia and items
- Smoke/fog machines

18 **References**

- Work Health and Safety Act 2012 (SA)
- Work Health and Safety Regulations 2012 (SA)
- Implementing a Sun Smart policy in the workplace, The Cancer Council, South Australia.
- Skin Cancer and Outdoor Work, The Cancel Council South Australia and WorkCover, Oct 02.
- Firearms Act 2015 (SA)
- Firearms Regulations 2017 (SA)

APPENDIX 1



INFORMATION SHEET— INCIDENT NOTIFICATION

This information sheet provides general guidance on mandatory reporting requirements for ‘notifiable incidents’ under Work Health and Safety (WHS) legislation.

Businesses and undertakings must notify their work health and safety regulator of certain ‘notifiable incidents’ at work. This information sheet will help you decide when you need to notify the regulator of a work-related death, injury, illness or dangerous incident.

Work health and safety regulators are committed to preventing work-related deaths and injuries. Notifying the regulator of ‘notifiable incidents’ can help identify causes of incidents and prevent similar incidents at your workplace and other workplaces.

The WHS law requires:

- a ‘notifiable incident’ to be reported to the regulator immediately after becoming aware it has happened
- if the regulator asks—written notification within 48 hours of the request, and
- the incident site to be preserved until an inspector arrives or directs otherwise (subject to some exceptions).

Failing to report a ‘notifiable incident’ is an offence and penalties apply.

WHAT IS A ‘NOTIFIABLE INCIDENT’

A ‘notifiable incident’ is:

- the death of a person
- a ‘serious injury or illness’, or
- a ‘dangerous incident’

arising out of the conduct of a business or undertaking at a workplace.

‘Notifiable incidents’ may relate to any person—whether an employee, contractor or member of the public.

Serious injury or illness

Only the most serious health or safety incidents are notifiable, and only if they are work-related. They trigger requirements to preserve the incident site pending further direction from the regulator.

Serious injury or illness must be notified if the person requires any of the types of treatment in the following table:

TYPES OF TREATMENT	EXAMPLE
Immediate treatment as an in-patient in a hospital	<p>Admission into a hospital as an in-patient for any duration, even if the stay is not overnight or longer.</p> <p><u>It does not include:</u></p> <ul style="list-style-type: none"> • Out-patient treatment provided by the emergency section of a hospital (i.e. not requiring admission as an in-patient) • Admission for corrective surgery which does not immediately follow the injury (e.g. to fix a fractured nose).
Immediate treatment for the amputation of any part of the body	<p>Amputation of a limb such as arm or leg, body part such as hand, foot or the tip of a finger, toe, nose or ear.</p>
Immediate treatment for a serious head injury	<ul style="list-style-type: none"> • Fractured skull, loss of consciousness, blood clot or bleeding in the brain, damage to the skull to the extent that it is likely to affect organ/face function. • Head injuries resulting in temporary or permanent amnesia. <p><u>It does not include:</u></p> <p>A bump to the head resulting in a minor contusion or headache.</p>
Immediate treatment for a serious eye injury	<ul style="list-style-type: none"> • Injury that results in or is likely to result in the loss of the eye or total or partial loss of vision. • Injury that involves an object penetrating the eye (for example metal fragment, wood chip). • Exposure of the eye to a substance which poses a risk of serious eye damage. <p><u>It does not include:</u></p> <p>Eye exposure to a substance that merely causes irritation.</p>
Immediate treatment for a serious burn	<p>A burn requiring intensive care or critical care which could require compression garment or a skin graft.</p> <p><u>It does not include:</u></p> <p>A burn that merely requires washing the wound and applying a dressing.</p>
Immediate treatment for the separation of skin from an underlying tissue (such as de-gloving or scalping)	<p>Separation of skin from an underlying tissue such that tendon, bone or muscles are exposed (de-gloving or scalping).</p> <p><u>It does not include:</u></p> <p>Minor lacerations.</p>
Immediate treatment for a spinal injury	<p>Injury to the cervical, thoracic, lumbar or sacral vertebrae including the discs and spinal cord.</p> <p><u>It does not include:</u></p> <p>Acute back strain.</p>

TYPES OF TREATMENT	EXAMPLE
Immediate treatment for the loss of a bodily function	Loss of consciousness, loss of movement of a limb or loss of the sense of smell, taste, sight or hearing, or loss of function of an internal organ. <u>It does not include:</u> <ul style="list-style-type: none"> • Mere fainting • A sprain or strain.
Immediate treatment for serious lacerations	<ul style="list-style-type: none"> • Deep or extensive cuts that cause muscle, tendon, nerve or blood vessel damage or permanent impairment. • Deep puncture wounds. • Tears of wounds to the flesh or tissues—this may include stitching to prevent loss of blood and/or other treatment to prevent loss of bodily function and/or infection.
Medical treatment within 48 hours of exposure to a substance	‘Medical treatment’ is treatment provided by a doctor. Exposure to a substance includes exposure to chemicals, airborne contaminants and exposure to human and/or animal blood and body substances.

Notification is also required for the following serious illnesses:

- Any infection where the work is a significant contributing factor. This includes any infection related to carrying out work:
 - (i) with micro-organisms
 - (ii) that involves providing treatment or care to a person
 - (iii) that involves contact with human blood or body substances
 - (iv) that involves handling or contact with animals, animal hides, skins, wool or hair, animal carcasses or animal waste products.
- The following occupational zoonoses contracted in the course of work involving handling or contact with animals, animal hides, skins, wool or hair, animal carcasses or animal waste products:
 - (i) Q fever
 - (ii) Anthrax
 - (iii) Leptospirosis
 - (iv) Brucellosis
 - (v) Hendra Virus
 - (vi) Avian Influenza
 - (vii) Psittacosis.

Treatment

‘Immediate treatment’ means the kind of urgent treatment that would be required for a serious injury or illness. It includes treatment by a registered medical practitioner, a paramedic or registered nurse.

‘Medical treatment’ refers to treatment by a registered medical practitioner (a doctor).

Even if immediate treatment is not readily available, for example because the incident site is rural or remote or because the relevant specialist treatment is not available, the notification must still be made.

Still unsure?

If you are still unsure about whether a particular incident should be notified then contact your regulator for advice or further guidance. Contact details are included below.

Dangerous incidents including 'near misses'

Some types of work-related dangerous incidents must be notified even if no-one is injured. The regulator must be notified of any incident in relation to a workplace that exposes any person to a serious risk resulting from an immediate or imminent exposure to:

- an uncontrolled escape, spillage or leakage of a substance
- an uncontrolled implosion, explosion or fire
- an uncontrolled escape of gas or steam
- an uncontrolled escape of a pressurised substance
- electric shock:
 - examples of electrical shock that are not notifiable
 - shock due to static electricity
 - 'extra low voltage' shock (i.e. arising from electrical equipment less than or equal to 50V AC and less than or equal to 120V DC)
 - defibrillators are used deliberately to shock a person for first aid or medical reasons
 - examples of electrical shocks that are notifiable
 - minor shock resulting from direct contact with exposed live electrical parts (other than 'extra low voltage') including shock from capacitive discharge
- the fall or release from a height of any plant, substance or thing
- the collapse, overturning, failure or malfunction of, or damage to, any plant that is required to be design or item registered under the Work Health and Safety Regulations, for example a collapsing crane
- the collapse or partial collapse of a structure
- the collapse or failure of an excavation or of any shoring supporting an excavation
- the inrush of water, mud or gas in workings, in an underground excavation or tunnel, or
- the interruption of the main system of ventilation in an underground excavation or tunnel.

A dangerous incident includes both immediate serious risks to health or safety, and also a risk from an immediate exposure to a substance which is likely to create a serious risk to health or safety in the future, for example asbestos or hazardous chemicals.

ONLY WORK-RELATED INCIDENTS ARE NOTIFIABLE

To be notifiable, an incident must arise out of the conduct of the business or undertaking. An incident is not notifiable just because it happens at or near a workplace.

Incidents may happen for reasons which do not have anything to do with work or the conduct of the business or undertaking, for example:

- a worker or another person suffers a heart attack while at work which is unrelated to work or the conduct of the business or undertaking

- an amateur athlete is injured while playing for the local soccer team and requires immediate medical treatment (this is not work)
- a person driving to work is injured in a car accident (where driving is not part of their work)
- a person with epilepsy has a seizure at work.

These kinds of incidents are **not notifiable**.

Work-related incidents that occur outside a workplace may be notifiable

Work-related incidents may affect people outside the workplace. These may still be notifiable if they involve a death, serious illness or injury or a dangerous incident.

For example:

- an object like a hand tool falls off a multi-storey building under construction hitting a person below
- scaffold collapse that causes a risk of serious injury to persons adjacent to a construction site
- an awning over a shop-front collapses, hitting a person underneath it.

WHO IS RESPONSIBLE FOR NOTIFYING?

Any person conducting a business or undertaking (PCBU) from which the 'notifiable incident' arises must ensure the regulator is notified immediately after becoming aware it has happened.

Procedures should be put into place to ensure work health and safety incidents are promptly notified to the people responsible for responding to them, for example a manager and then-notified to the regulator, if required.

Incidents involving multiple businesses or undertakings

If a 'notifiable incident' arises out of more than one business or undertaking then each must ensure that the incident has been notified to the regulator.

There is no need for all duty holders to notify—only one needs to. However, all duty holders retain their responsibility to notify, regardless of any agreement between them.

In these circumstances the duty holders must, so far as is reasonably practicable, consult, cooperate and coordinate to put appropriate reporting and notification arrangements in place.

For example contractors at a construction workplace may agree that the principal contractor for the workplace will notify all 'notifiable incidents' that occur at the workplace.

Incidents involving a 'State-based contractor working for a Commonwealth entity'

Workplaces shared by a Commonwealth entity and one or more state-based contractors may be covered by both Commonwealth and state or territory work health and safety (WHS) laws.

For example an asbestos removal company is engaged by the Department of Defence (Defence) to carry out asbestos removal work at Randwick Army Barracks in Sydney and a dangerous incident occurs (as defined above). Because the incident has occurred at a place where work is carried out for Defence (on behalf of the Commonwealth) the company must ensure that both Comcare and WorkCover NSW are notified of the incident. Defence and the company may co-operate so that only one notification is made to Comcare on behalf of both.

WHEN AND HOW TO NOTIFY

You must notify the regulator immediately after becoming aware of a 'notifiable incident'.

The notice must be given by the fastest possible means—which could be by telephone or in writing, for example by email or online (if available). See page 8 for contact details.

Regulators have adopted a common-sense approach to assessing whether an incident has been notified immediately. This means incidents must be notified as soon as the particular circumstances permit.

In general a PCBU ‘becomes aware’ of a notifiable incident once any of their supervisors or managers becomes aware of the incident. For example when a worker suffers a serious injury and reports it to their immediate supervisor, it is at this point that the PCBU is considered to be aware of the incident.

It is therefore essential to develop internal communication systems to ensure health or safety incidents are promptly brought to the relevant persons’ attention.

What information will be requested?

At first, the regulator will ask for a clear description of the incident with as much detail as possible. This will help the regulator assess whether or not the incident is notifiable and the need for a follow-up investigation. The following information is usually requested:

What happened: an overview	<ul style="list-style-type: none"> • Provide an overview of what happened. • Nominate the type of notifiable incident—was it death, serious injury or illness, or ‘dangerous incident’ (as defined above)?
When did it happen	Date and time.
Where did it happen	<p>Incident address.</p> <p>Details that describe the specific location of the notifiable incident—for example section of the warehouse or the particular piece of equipment that the incident involved—to assist instructions about site disturbance.</p>
What happened	Detailed description of the notifiable incident.
Who did it happen to	<ul style="list-style-type: none"> • Injured person’s name, date of birth, address and contact number. • Injured person’s occupation. • Relationship of the injured person to the entity notifying.
How and where are they being treated (if applicable)	<ul style="list-style-type: none"> • Description of serious injury or illness—i.e. nature of injury • Initial treatment of serious injury or illness. • Where the patient has been taken for treatment.
Who is the person conducting the business or undertaking (there may be more than one)	<ul style="list-style-type: none"> • Legal and trading name. • Business address (if different from incident address), ABN/ACN and contact details including phone number and email.
What has/is being done	Action taken or intended to be taken to prevent recurrence (if any).
Who is notifying	<ul style="list-style-type: none"> • Notifier’s name, contact phone number and position at workplace. • Name, phone number and position of person to contact for further information (if different from above).

Notify immediately, and provide the information you can, even if you do not have all of the required information.

The regulator may follow-up with a request for more information later if necessary. You must provide the required information in writing within 48 hours of the request being made.

CAN WORK CONTINUE WHERE THE INCIDENT OCCURRED?

An incident site must not be disturbed until an inspector arrives at the site or directs otherwise (whichever is earlier). The person with management or control of the workplace is responsible for preserving the incident site, so far as is reasonably practicable.

Any evidence that may assist an inspector to determine the cause of the incident must be preserved—including any plant, substance, structure or thing associated with the incident.

However, preserving an incident site does not prevent any action needed:

- to assist an injured person
- to remove a deceased person
- to make the site safe or to minimise the risk of a further notifiable incident, or
- to facilitate a police investigation.

The sooner the regulator is notified, the sooner the site can be released.

An inspector may issue a non-disturbance notice, if they consider that the incident site should remain undisturbed in order to facilitate their investigation. This notice must specify the period for which the notice is to apply—no more than seven days.

Penalties apply if an individual or body corporate fails to preserve a site.

Site preservation requirements only apply to the incident site

Requirements to preserve a site only apply to the area where the incident occurred—not the whole workplace.

If you are unsure about what you need to do, you can ask the regulator for advice or to be excused from having to preserve the site.

AMENDING NOTIFICATIONS

If you receive information that changes the incident type of a notified incident, you must notify the regulator of those changes. For example, if a notified serious injury or illness later results in the person's death, the regulator must be advised immediately upon you learning that the person has died.

RECORD KEEPING REQUIREMENTS

Records of notifiable incidents must be kept for at least five years from the date of notification. Penalties apply for failing to do so.

It is useful to keep a record of having made the notification (e.g. confirmation from the regulator), and also any directions or authorisations given by an inspector at the time of notification.

CONTACT DETAILS FOR REGULATOR

South Australia	SafeWork SA	1800 777 209	safework.sa.gov.au
-----------------	-------------	--------------	--