

3.16 Incident and Hazard Reporting

3.16.1 Aims and Objectives

To prescribe the responsibilities and actions required to report incidents and hazards as per the [Procedure: Work health and safety incident management](#) and the [National Self Insurer WHS Audit Tool \(NAT CTH\)](#) as well as other relevant legislation and WHSMS Handbook requirements.

3.16.1.1 Objectives

To ensure the University has an adequate process in place for all persons to report incidents and hazards in a timely manner.

3.16.1.2 Scope and Inclusion

This Chapter applies to all Schools, Colleges and Service Divisions of the Australian National University (ANU).

This Chapter applies to all workers of the ANU as well as Higher Degree by Research (HDR) students. Contractors will follow their internal reporting procedure **AND** report to their University contacts who will report contractor incidents into Figtree. See Chapter 3.6 Contractor Safety Management for detailed process.

3.16.2 Process

3.16.2.1 Hazard Reporting and Control

Responsible and Accountable Person	Actions Required
Workers and HDR students	☐ If you observe any hazards in your workplace, take immediate action to remove or isolate the hazard if safe to do so. For hazards that you cannot action immediately or for a repeated occurrence, report it to your supervisor and complete an entry into Figtree (cc email to whs@anu.edu.au) as soon as practicable Note: An infrastructure issue that has a minor WHS impact should be reported in Maximo instead of Figtree. For example, toilet is blocked or light is not working.
WHS Consultants as HSE Coordinators	☐ Upon receipt of a hazard notification, triage it as soon as practicable (e.g. within 2 working days). ☐ Select the WHS Officer or Human Resources Manager as the hazard owner.
WHS Officers/Managers or Human Resources Managers , if not WHS Officers exist in the area	<u>Upon receipt of a hazard notification as soon as practicable (e.g. within 2 working days)</u> ☐ Determine whether the hazard can be controlled locally (i.e. within the workplace or within a School/Service Division). ➤ If Yes – Set the supervisor of the hazard as Hazard Owner. You should have already been set by the Safety and Wellbeing (S&W) in Figtree; Liaise with the supervisors/delegate to conduct a risk assessment as soon as possible (e.g. within 5 days); and

WHSMS Handbook Chapter 3.16 Incident and hazard reporting

Approved by: Deputy Chief People Officer, Safety and Wellbeing

Release Date: 17 December 2025 Review Date: 17 December 2028

This process is uncontrolled after printing.

Version: 1.3

Page 1

	Recommend corrective actions and assign to any persons responsible, after consultation with them, within your area to have the hazard controlled ; or ➤ If No – Determine which School/Service Division should be managing the hazard and assign the WHS Officer or equivalent in that area to be “Hazard Owner” and they will then determine the hazard owner and follow process mentioned above. If unsure who the correct person should be, contact one of the S&W WHS Consultants. Follow Appendix A for detailed process. ☐ If the hazard has been controlled at the local level, also consider whether the hazard may be applicable for other parts of the University. If so, send an email to whs@anu.edu.au with the hazard and the subsequent control your area has put in place. ☐ Monitor the completion of corrective actions within the assigned and agreed timeframe. Discuss with School/Service Division Directors should any corrective actions become overdue.
Supervisors Line Managers	☐ Encourage your workers to report observed hazards that cannot be removed immediately, as much as possible. ☐ When contacted by your local WHS Officer or equivalent: ➤ Conduct a risk assessment with them and develop controls to mitigate the hazard ☐ Complete any assigned and agreed corrective actions within the timeframe and attach the evidence of completing the corrective actions in Figtree corrective actions.
Any person responsible to mitigate a hazard	☐ Complete any assigned and agreed corrective actions within the timeframe and attach the evidence of completing the corrective actions in Figtree corrective actions.
S&W WHS Consultants	☐ Review hazard mitigations on a weekly basis and liaise with the WHS Officer/Manager or equivalent should any hazard resolution is not satisfactory.

3.16.2.2 Incident Reporting

Responsible and Accountable Person	Actions Required
School/Service Division Directors College Deans General Managers School Managers	☐ Ensure workers and supervisors under your control are aware of the requirement of reporting work-related incidents in this Chapter. ☐ Ensure incidents are reported in a timely manner in line with this Chapter's requirements. ☐ Ensure notifiable incidents are reported and the site is preserved in accordance with the requirement of this chapter.

Workers and HDR students Or Other coursework students	□ Report to your supervisor (or course coordinator) and in Figtree any incidents and near-misses that happen to you (or your colleague/students) while you are, for example: ➤ On any campus (e.g. Acton, Mt Stromlo, etc); ➤ Off-campus while undertaking university activities, such as on fieldwork, working from home, located in another organisation, travelling between work sites or between campuses and these locations (e.g. travel from Acton to a fieldwork site/field trip or travel between fieldwork sites); ➤ Travel to/from/in international countries, including high risk travel, while undertaking university activities (e.g. attend a conference or offshore teaching); ➤ In host-organisation placement (e.g. Hospital); or ➤ In residential/commercial accommodation managed and owned by the University. Refer to Appendix B on the reporting process. □ If an incident occurred, remove yourself, or anyone who may be affected, from the immediate risk and danger. If you or someone is injured, seek first aid or medical treatment. □ Report incidents to your supervisor/course coordinator immediately after you are removed from the risk and report in Figtree as soon as practical. If supervisor/course coordinator is not in Australia or in ACT at the time of the incident, notify co-supervisors, Local WHS Officer, Local Warden or First Aider or Program Coordinators or School/Service Division Director immediately after you are removed from the risk and report the incident in Figtree as soon as practical If the worker/students have no/limited internet access, supervisors or course coordinators or any co-workers/fellow students who observed the incident must report on their behalf within the timeframe. <u>Exception - Radiation Incidents</u> Radiation incidents must be reported immediately to your supervisor and local RSO and in Figtree. □ Events that occur due to your personal medical condition (e.g. flu or heart attack) that is not caused by University activities, business or undertaking does not need to be reported.
Supervisors Line Managers Or delegate (e.g. Co-supervisors, Senior Post-doctoral staff, Local Area Wardens, Local WHS Officers etc)	□ Encourage and ensure workers, HDR students and/or coursework students under your control report incidents as much as possible in accordance with above. □ Provide assistance and support to the person reporting the incident, as needed. □ Take immediate actions to ensure the incident areas are made safe if you have control. □ If someone is injured and is unable to report into Figtree, report it as soon as practical on their behalf.

	<u>Notifiable Incidents</u> to Comcare If the incident involves the following, they can potentially be a notifiable incident to Comcare. ➤ The death of a person; ➤ A serious injury or illness of a person [See definition]; ➤ A dangerous incident [See definition]. ❑ In these cases, immediately report to Senior Manager WHS S&W via 0406 403 025 after you are made aware of the incident and report it into Figtree (if have not done so already); and ❑ Preserve the incident site under your control until you receive clearance from Senior WHS Manager S&W or nominee.
Local Authorised Incident Investigators [See Chapter 4.3 Incident Investigations]	❑ Actively monitor the system generated emails on incidents. ❑ Follow steps required in WHSMS Handbook Chapter 4.3 Incident Investigations to conduct an investigation. ❑ For incidents which are potentially notifiable to Comcare (or you are unsure), call Senior Manager WHS S&W via 0406 403 025 for determination immediately after you are made aware of the incident. Attend the incident site immediately after you are made aware and assist the supervisor to preserve the site.
Security Officers/Supervisors /Managers	Afterhours incident reporting – Health and Safety incident ONLY (i.e. between 7.00pm and 7.00am, weekends and public holidays) ❑ Take immediate actions to provide assistance to the person if able to. ❑ Provide first aid assistance or support as required. ❑ Report the incident in Figtree with the person For incidents potentially are Notifiable Incidents [See Definition and above] ❑ Contact Senior Manager WHS S&W via 0406 403 025 immediately after you are made aware of potentially notifiable incidents.

3.16.2.3 Notifiable Incident Reporting to Regulators

Responsible and Accountable Person	Actions Required
Deputy Chief People Officer, S&W Or delegate	❑ Determine if the potential notifiable incident arise out of the conduct of the University's business or undertaking. ❑ If so, follow Appendix C to determine if an incident is a notifiable incident. ❑ If applicable, seek approval from the Chief People Officer before notifying regulators. ❑ Notify the incidents to Comcare by phone (1300 366 979) immediately after confirming the incident meets the definition under WHS Act 2011 (Cth) Section 35, followed by written notification via https://employee.forms.comcare.gov.au/Produce/Home ❑ For notifiable radiation incidents, report to ARPANSA as soon as practicable by phone and with written notification within 24 hours.

WHSMS Handbook Chapter 3.16 Incident and hazard reporting

Approved by: Deputy Chief People Officer, Safety and Wellbeing

Release Date: 17 December 2025 Review Date: 17 December 2028

This process is uncontrolled after printing.

Version: 1.3

Page 4

	☐ Send an email summary of the notifiable incidents to the Chief People Officer. ☐ Coordinate and communicate with regulators if they notified to attend onsite for investigation in relation to notifiable incidents. ☐ Keep records of notification for at least 5 years from the day Comcare is notified.
--	---

3.16.3 Record Management

Record needed	Where to Archive	Frequency to Archive	How long to keep
Hazard Report and associated documents, photos, emails or evidence	Figtree hazard entry	As reported	10 years after all actions complete
Incident report (Level 1-3) and associated documents, photos, emails or evidence	Figtree incident entry	As reported	10 years after all actions complete
Incident report (Level 1-3) for people under 18 years old and associated documents, photos, emails or evidence	Figtree incident entry	As reported	Until the person is 25 years old or 10 years after all actions complete, whichever is earlier
Incident Report (Notifiable incident) and associated documents, photos, emails or evidence	Figtree incident entry	As reported	30 years after all actions complete
Notification to Comcare	Figtree incident entry	As reported	30 years after from the initial notification
Corrective action and completion evidence	Figtree corrective action entry	As reported	10 years after all actions complete

3.16.4 Definitions

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. It does not matter whether the person actually receives the treatment, just that the injury or illness could reasonably be considered to warrant such treatment.

Incident/event means an occurrence that could have or did result in harm to a person, the environment or property damage.

Electric shock that are notifiable include, for example:

- a) minor shock resulting from direct contact with exposed live electrical parts (other than 'extra low voltage') including shock from capacitive discharge.

Electric shock that are NOT notifiable include, for example:

- a) shock due to static electricity;
- b) 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); and
- c) use of a defibrillator to shock a person for first aid or medical reasons.

Notifiable Radiation Incidents mean incidents prescribed under section 58 of Australian Radiation Protection and Nuclear Safety Regulations 2018 that must be reported to ARPANSA. In the context of ANU, this means

- a) A spill of more than 20 ALI (Annual Limit on Intake); or
- b) Radioactive contamination on a person or clothing exceeding 50 Derived Work Limits (DWL); or
- c) Above the [International Nuclear and Radiological Event \(INES\) scale](#) of an incident (Level 2).

Notifiable Incidents (to Comcare) are incidents prescribed under WHS Act 2011 (Cth) Section 35 including:

- a) The death of a person; or
- b) A serious injury or illness of a person; or
- c) A dangerous incident.

and the incidents must arise out of the conduct of the University's business or undertaking.

Serious Injury or Illness of a person means an injury or illness requiring the person to have:

- a) immediate treatment as an in-patient in a hospital; or
- b) immediate treatment for:
 - 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 de-gloving or scalping); or
 - vi) a spinal injury; or
 - vii) the loss of a bodily function; or
 - viii) serious lacerations; or
- c) medical treatment within 48 hours of exposure to a substance;



and includes any other injury or illness prescribed by the regulations but does not include an illness or injury of a prescribed kind.

[a) to c) are prescribed under WHS Act 2011 (Cth) Section 36]

- d) Any infection to which the carrying out of work is a significant contributing factor, including any infection that is reliably attributable to carrying out work:
 - i) that involves providing treatment or care to a person;
 - ii) that involves contact with human blood or body substances; and/or
 - iii) that involves handling or contact with animals, animal hides, skins, wool or hair, animal carcasses or animal waste products.
 - e) 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; or
 - vii) Psittacosis.
- [d) – e) are prescribed under WHS Regulations 2011 (Cth) Regulation 699]

Dangerous incident means an incident, prescribed under WHS Act 2011 (Cth) Section 37, 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:

- 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;
- but does not include an incident of a prescribed kind.

Medical treatment means treatment by a registered medical practitioner (a doctor). Treatment does not include undergoing blood borne virus screening or screening for immunity.

Plant includes:



- a) any machinery, equipment, appliance, container, implement and tool; and
- b) any component of any of those things; and
- c) anything fitted or connected to any of those things.

Structure means anything that is constructed, whether fixed or moveable, temporary or permanent, and includes:

- a) buildings, masts, towers, framework, pipelines, transport infrastructure and underground works (shafts or tunnels); and
- b) any component of a structure; and
- c) part of a structure.

Supervisors for the purpose of this chapter mean employees of ANU who have supervisory responsibilities. This include line managers and academic supervisors.

Substance means any natural or artificial substance, whether in the form of a solid, liquid, gas or vapour.

3.16.5 Performance Measures

The University will use the performance measures listed below to assist in identifying areas of success and/or where corrective action is required to meet the objectives and targets of this process.

The level of compliance with the chapter and effectiveness will be determined during the internal audit process in turn to determine the compliance with WHSMS. Local areas can use below as a guide to improve compliance

References	Performance Measures	Objective Evidence	Frequency	Indication of Success
Objective 3.16.1.1	% of hazards reported that have been triaged in a timely manner (within 2 days)	Hazard resolutions Traffic Light Report	Quarterly	100% = Success Otherwise corrective actions
Objective 3.16.1.1	% of hazards reported that have been resolved in a timely manner	Hazard resolutions Traffic Light Report	Quarterly	100% = Success Otherwise corrective actions
Objective 3.16.1.1	% of corrective actions assigned to relevant people relating to hazards reported	Hazard resolutions Corrective actions register Traffic Light Report	Quarterly	100% = Success Otherwise corrective actions
Objective 3.16.1.1	% of incidents reported within 48 hours of occurrence	Incident reports relating to the local area	Quarterly	100% = Success Otherwise corrective actions

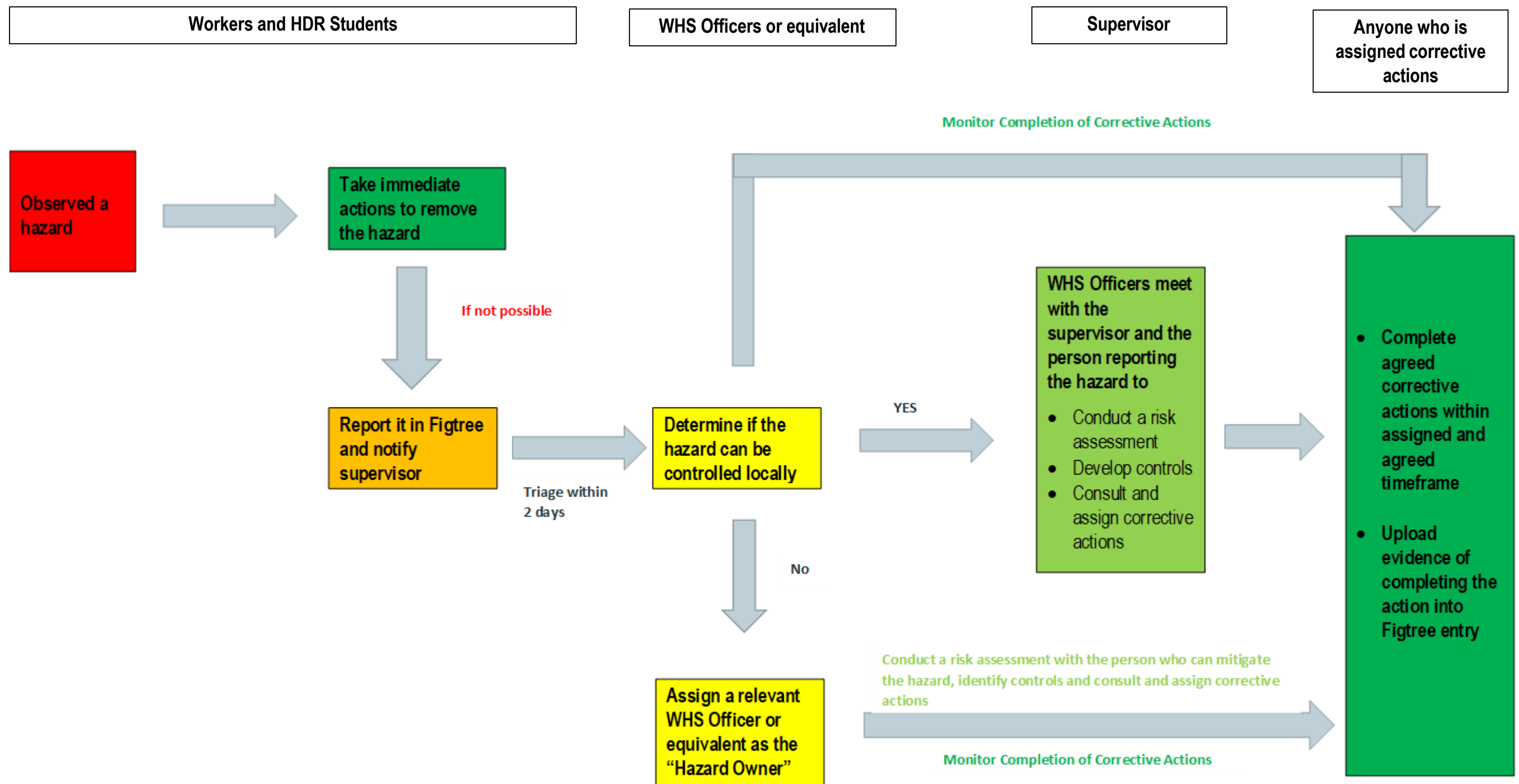


Objective 3.16.1.1	% of notifiable incidents reported in line with the requirements of this chapter	Incident reports relating to the local area	Quarterly	100% = Success Otherwise corrective actions
Objective 3.16.1.1	% of notifiable incidents reported to regulators in line with the requirements of this chapter	Incident reports in the University	Quarterly	100% = Success Otherwise corrective actions

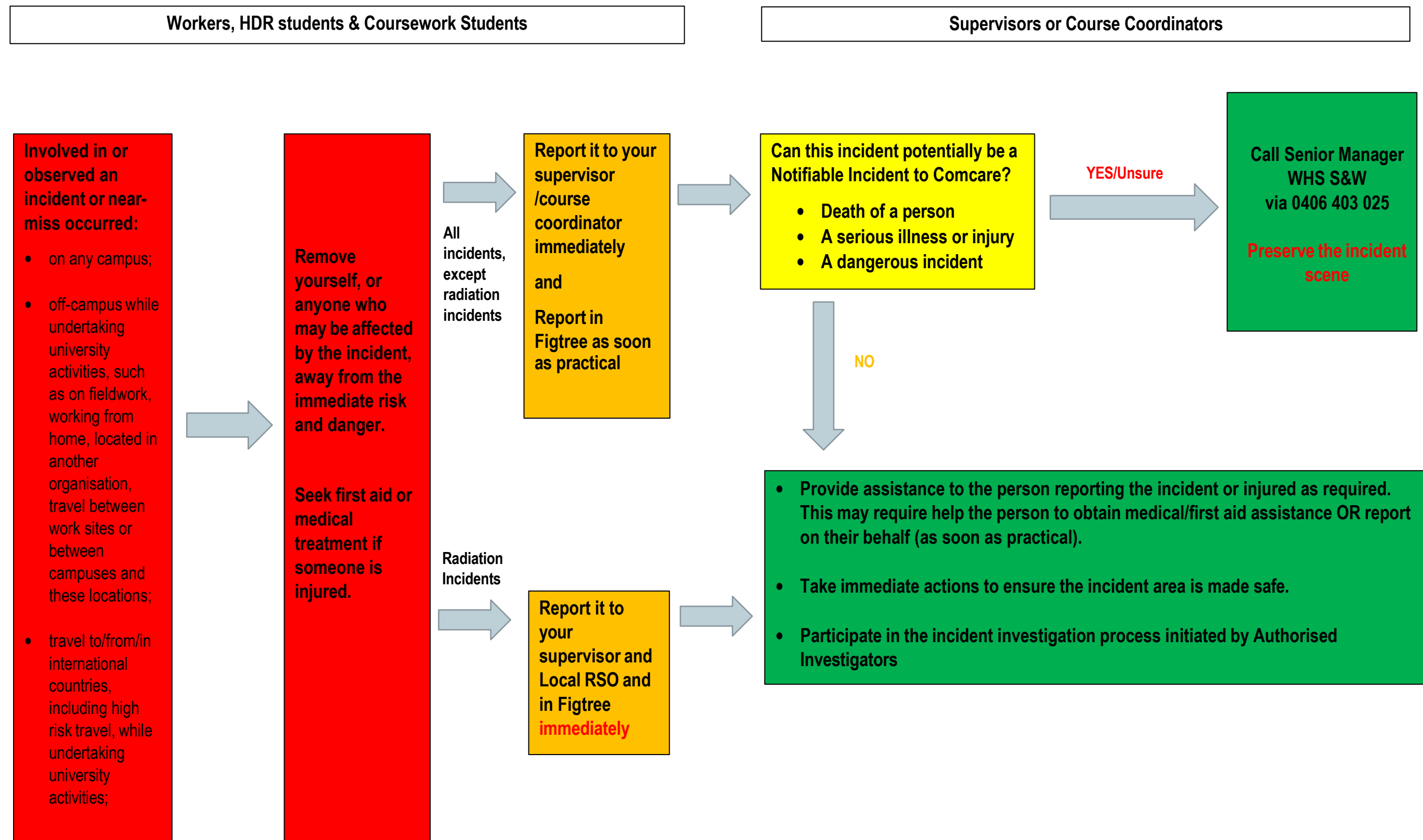
3.16.6 Useful resources and links

University documents	WHSMS Documents ➤ Procedure: Work health and safety incident management Other relevant WHSMS Handbook Chapters ➤ Chapter 3.1 Hazard Management ➤ Chapter 3.4 First Aid ➤ Chapter 4.2 Corrective Actions ➤ Chapter 4.3 Incident Investigations
NAT Tool Reference	National Self Insurer WHS Audit Tool (NAT CTH) Standards 3.2.1, 3.6.1, 3.6.2, 3.9.5
Legislation	Work Health and Safety Act 2011 Work Health and Safety Regulations 2011

Appendix A Flowchart for Hazard Reporting and Resolution Process



Appendix B. Flowchart for Incident Reporting including Notifiable Incident



Appendix C. Notifiable Incident Guidance Examples

Below are examples for the Deputy Chief people Officer, S&W on what incidents might be considered as Notifiable Incidents under WHS Act 2011 (Cth) Section 35.

NOTIFIABLE INCIDENTS to Comcare (as defined by WHS Act 2011 (Cth) Section 35) include the following and they are only notified if the incidents arise from the University's business or undertaking.

The death of a person

A Serious Injury or Illness

The following table sets out the relevant types of treatment and gives examples of what is and is not included¹.

Types of treatment	Includes ...	Does not include ...
Immediate treatment as an in-patient in a hospital	Admission into a hospital as an in-patient for any duration, even if the stay is not overnight or longer.	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	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.	
Immediate treatment for a serious head injury	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.	A bump to the head resulting in a minor contusion or headache.

¹ Examples are based on Comcare GUIDE TO WORK HEALTH AND SAFETY INCIDENT NOTIFICATION WHS_029 February 2019. Where crossed out and blank, it means no data was provided in the document.

Types of treatment	Includes ...	Does not include ...
Immediate treatment for a serious eye injury	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.	Eye exposure to a substance that merely causes irritation.
Immediate treatment for a serious burn	A burn requiring intensive care or critical care which could require compression garment or a skin graft.	A burn that merely requires washing the wound and applying a dressing.
Immediate treatment for the separation of skin from an underlying tissue (such as de-gloving or scalping)	Separation of skin from an underlying tissue such that tendon, bone or muscles are exposed (de-gloving or scalping).	Minor lacerations.
Immediate treatment for a spinal injury	Injury to the cervical, thoracic, lumbar or sacral vertebrae including the discs and spinal cord.	Acute back strain.
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.	Mere fainting. A sprain or strain.
Immediate treatment for serious lacerations	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.	First aid administered by a first aid officer.

WHSMS Handbook Chapter 3.16 Incident and hazard reporting – Appendix C. Notifiable Incident Guidance Examples

Approved by: Deputy Chief People Officer, Safety and Wellbeing

Version: 1.3

Release Date: 17 December 2025 Review Date: 17 December 2028

Page iv

This process is uncontrolled after printing.

	Exposure to a substance includes exposure to chemicals, airborne contaminants and exposure to human and/or animal blood and body substances.	
--	--	--

The following table sets out the relevant types of illness that are notifiable incidents to Comcare.

Types of Illness
Any infection to which the carrying out of work is a significant contributing factor , including any infection that is reliably attributable to carrying out work:
i) that involves providing treatment or care to a person; ii) that involves contact with human blood or body substances; and/or iii) 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.

A DANGEROUS INCIDENT

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.

The following table sets out the relevant dangerous incidents and gives examples of what is and is not included².

Dangerous Incidents	Includes ...	Does not include ...
---------------------	--------------	----------------------

WHSMS Handbook Chapter 3.16 Incident and hazard reporting – Appendix C. Notifiable Incident Guidance Examples

Approved by: Deputy Chief People Officer, Safety and Wellbeing

Version: 1.3

Release Date: 17 December 2025 Review Date: 17 December 2028

Page v

This process is uncontrolled after printing.

An uncontrolled escape, spillage or leakage of a substance		
--	--	--

² Examples are based on Comcare GUIDE TO WORK HEALTH AND SAFETY INCIDENT NOTIFICATION WHS_029 February 2019. Where blank, it means no data was provided in the document.

Dangerous Incidents	Includes ...	Does not include ...
An uncontrolled implosion, explosion or fire		
An uncontrolled escape of gas or steam		
An uncontrolled escape of a pressurised substance		
Electric shock	A minor shock resulting from direct contact with exposed live electrical parts (other than 'extra low voltage') including shock from capacitive discharge.	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). Use of a defibrillator to shock a person for first aid or medical reasons.
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 authorised for use in accordance with the regulations	See the items of plant requiring registration and the items of plant requiring registration of design listed in Schedule 5 to the WHS Regulations	
The collapse or partial collapse of a structure		
The collapse or failure of an excavation or of any shoring supporting an excavation		

WHSMS Handbook Chapter 3.16 Incident and hazard reporting – Appendix C. Notifiable Incident Guidance Examples

Approved by: Deputy Chief People Officer, Safety and Wellbeing

Version: 1.3

Release Date: 17 December 2025 Review Date: 17 December 2028

Page vi

This process is uncontrolled after printing.

The inrush of water, mud or gas in workings, in an underground excavation or tunnel		
The interruption of the main system of ventilation in an underground excavation or tunnel		