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HSE Management System

SECE-HSE-17.41

## Safety Theme - Tool Box

SEC&E -023

### SAFETY THEME - Reporting Incidents



Incidents by nature come in various forms and must be reported in all instances. Some examples of incidents may include:

- Near Miss Incidents - where no actual injury or damage to environment or property has occurred but had the potential to do so
- Personal Injury - where injury has occurred and may result in a simple First Aid Treatment (FAI), Medical Treatment Injuries (MTI) at a facility outside of the workplace, Lost Time Injuries (LTI) or Fatality
- Procedural Breach - breach in policy or procedure
- Property or Product damage

Some incidents are immediately required to be reported to the state regulatory authorities; for example [SafeWork SA](#) or [WorkSafe WA](#). These are known as 'Notifiable Incidents' and are generally reported through lines of management. A 'Notifiable Incident' means; and is sectioned with examples in legislation:

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



Whichever the case, all incidents are to be reported as soon as practicable to the relevant Manager, Supervisor or elected 'Responsible Person'. This person shall have the responsibility to decide if the job front is required to be suspended or isolated for investigation, if general works can continue and what further reporting lines are required to be followed. Incidents occurring on client sites shall always be communicated to the client immediately.

#### References:

- SEC&E HSE Document 10.1 - Incident Reporting, Investigation & Corrective Action Procedure
- SEC&E HSE Document 17.13 - Incident Report Form
- SEC&E HSE Document 10.2 - Procedure for Notifying Incidents to State Regulatory Authorities

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0	Mark Hogan			Mark Hogan	HSE Department	Sept 2014	Sept 2017