

Workplace Injury, Illness, Incident & Hazard Reporting

Incident reporting and recording accidents and injuries is recognised as an important component in hazard control and accident prevention. The *Workplace Health & Safety Act 1995* along with the *Electrical Safety Act*, requires that employers keep a record of all work-related injuries, illnesses, and dangerous occurrences. The workplace injury, illness and incident online reporting system has been prepared to standardise reporting procedures within the University in order to comply with legal requirements, and to provide statistical information which will be useful in future hazard control and accident prevention programs.

The Online Injury, Illness and Incident Reporting is designed to be used in any situation where a work-related accident, incident or injury has occurred - involving students, staff, visitors or contractors.

The Online Injury, Illness and Incident Reporting is to be completed by the supervisor and head of school/section in order to identify necessary corrective action and to request any additional resources or assistance required to undertake this corrective action. The Associate Director of Occupational Health & Safety is then notified via email when the injured person has submitted the incident, making it easier to ensure that the form is completed by the supervisor/head of school. .

The Injury, Illness and Incident Reporting System can be accessed via the UQ Current Staff and Current Students page on the University website, or the Occupational Health and Safety web page.

It should be noted that this *does not replace the need for employees injured at work or with a work-related illness to complete a worker's compensation claim* which **can be obtained from the Work Injury Management Team within the Occupational Health & Safety Unit, by contacting 3365 6022.**

In the case of fatalities, serious bodily injury, work-caused illness or a dangerous event, **after completing any emergency action required**, details of the accident must be provided without delay to the Associate Director of Occupational Health & Safety (tel ext. 52365).

“Dangerous event” means -

An event caused by specified high risk plant, or an event at a workplace caused by a workplace activity, if the event involves or could have involved exposure of persons to risk 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 part of a building or other 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) Implosion, explosion or fire; or

- f) Escape, spillage or leakage of any substance, including 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 from gas or steam

“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.

“Work-caused illness” means –

- a) An illness contracted by a person to which work, a workplace, a workplace activity or specified high risk plant was a significant contributing factor; or
- b) The recurrence, aggravation, acceleration, exacerbation or deterioration in a person of an existing illness if work, a workplace, a workplace activity or specified high risk plant was a significant contributing factor to the recurrence, exacerbation or deterioration.

Hazard Report Form

Hazards, if not corrected, can cause accidents and injuries. The hazard report form is designed to be used where assistance is required in order to remove or alleviate the hazard.

The hazard report should be completed by the person identifying the hazard and forward to their Workplace Health and Safety Officer (WHSO).

The WHSO will then initiate action to reduce the hazard. The hazard report must then be forwarded to the OH&S Unit for tracking purposes. If the WHSO is unable to initiate corrective action the hazard report must be forwarded to the OH&S Unit. The OH&S Unit will investigate the issue and ensure appropriate corrective action is completed.

The hazard report form can be obtained from the [OH&S Unit's](#) home page or by phoning the Unit on 52365.

For further information please refer to the following web links:

Hazard Report form

<http://www.uq.edu.au/ohs/pdfs/hazreport.pdf>

Workers Compensation Form

Phone 56022