

ORIGINAL



OCCUPATIONAL HEALTH AND SAFETY (INCIDENT NOTIFICATION) REGULATIONS 1997
EQUIPMENT PUBLIC SAFETY (INCIDENT NOTIFICATION) REGULATIONS 1997



WORKSAFE VICTORIA

INCIDENT NOTIFICATION FORM

July 2002

Office use only

Trim No.

Person submitting details (Please print in BLOCK letters)

Name		Telephone number
<input type="text"/>		<input type="text"/>
Date	Date of Incident	Time of Incident
<input type="text"/>	<input type="text"/>	<input type="text"/>
* Employer / self employer	OR # Person / organisation	Place / location where incident occurred
<input type="text"/>	<input type="text"/>	<input type="text"/>
Business address		Postcode
<input type="text"/>		<input type="text"/>
Name of employer of deceased / injured person(s), if any, if different from above		
<input type="text"/>		
Brief description of incident (Give details of the type of injury, if any, caused by the incident)		
<input type="text"/>		

Details of injured person(s)

Name	<input type="checkbox"/> Male <input type="checkbox"/> Female
<input type="text"/>	
Residential address	Postcode
<input type="text"/>	<input type="text"/>
Date of birth	Telephone Number
<input type="text"/>	<input type="text"/>
Occupation/job title/description	Employee/ contractor / member of public
<input type="text"/>	<input type="text"/>
Work activity being undertaken at time of incident (identify any plant, substance, equipment involved)	
<input type="text"/>	
Person(s) who saw incident or first came to scene	
<input type="text"/>	
Action taken/intended, if any, to prevent recurrence of incident	
<input type="text"/>	

Declaration

I declare that where I provide personal or health information to the Victorian WorkCover Authority (VWA) about any other individual, I am authorised to provide that information, the information has been collected in accordance with applicable privacy legislation and the individual has been or will be made aware of the VWA's identity and how to contact it and of the other matters of which an individual is required to be made aware when personal or health information is collected about them.

Signature	Date
<input type="text"/>	<input type="text"/>
Name	
<input type="text"/>	

Optional

WorkCover ID
<input type="text"/>
Establishment No
<input type="text"/>

Collection of Personal and Health Information

VWA is a body corporate established under the Accident Compensation Act 1985. To obtain the contact details of your nearest VWA office, visit our website at www.workcover.vic.gov.au

Personal and health information collected in connection with this notification will be used for the purpose of monitoring, assessing and investigating workplace incidents. The information may also be used for the purpose of administering and enforcing legislation administered by the VWA, administration and evaluation of the VWA's programs generally and legal proceedings. Subject to Section 10 of the Occupational Health and Safety Act 1985, the VWA may disclose such information to its contractors and agents, to other regulatory agencies, to a court or tribunal and to any person or organisation authorised by the individual to whom it relates, or by law, to obtain it.

Collection of this information is required by the Occupational Health and Safety Act 1985 and other legislation administered by the VWA. If you do not provide any of this information, you may be subject to a penalty.

Individuals have rights to have access to personal and health information the VWA holds about them: contact the VWA Freedom of Information Officer. You can access the VWA Privacy Policy at www.workcover.vic.gov.au

Notice of Incident

Compliance with the:

- Occupational Health and Safety (Incident Notification) Regulations 1997 and/or
- Equipment (Public Safety) (Incident Notification) Regulations 1997

requires an employer to notify the VWA immediately after the employer becomes aware of an incident at a workplace which results in—

- (a) the death of any person; or
- (b) a person requiring medical treatment within 48 hours of exposure to a substance; or
- (c) a person requiring immediate treatment as an in-patient in a hospital; or
- (d) a person requiring immediate medical 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) the separation of his or her skin from underlying tissue (such as degloving or scalping); or
 - (v) electric shock; or
 - (vi) a spinal injury; or
 - (vii) the loss of a bodily function; or
 - (viii) serious lacerations.

Notice of Dangerous Occurrence

The employer must notify the VWA immediately after the employer becomes aware of an incident at a workplace which exposed a person in the immediate vicinity of the incident to an immediate risk to the person's health and safety through—

- (a) the collapse, overturning, failure or malfunction of, or damage to, any item of plant listed in item 2 of Schedule 2 of the Occupational Health and Safety (Plant) Regulations 1995; or
- (b) the collapse or failure of an excavation or of any shoring supporting an excavation; or
- (c) the collapse or partial collapse of any part of a building or structure; or
- (d) an implosion, explosion or fire; or
- (e) the escape, spillage or leakage of any substance including dangerous goods as defined in the Dangerous Goods Act 1985; or
- (f) the fall or release from a height of any plant, substance or object.

In addition to the notification, the employer must provide a written record of the incident to the VWA within 48 hours.

Victoria has two regulations that require notification of:

- Serious workplace incidents, Occupational Health and Safety (Incident Notification) Regulations 1997
- Incidents involving certain equipment, Equipment (Public Safety) (Incident Notification) Regulations 1997

These Regulations require you to:

1. Notify VWA immediately on 13 23 60
2. Send an Incident Notification Form to VWA within 48 hours
3. Keep a copy of the form

*Only applies to the Occupational Health and Safety (Incident Notification) Regulations 1997

Only applies to the Equipment (Public Safety) (Incident Notification) Regulations 1997