



Government
of South Australia

SafeWork SA

NOTIFIABLE INCIDENT REPORT FORM

FOR REPORTING A SERIOUS INJURY OR ILLNESS AND
DANGEROUS INCIDENTS UNDER THE *WORK HEALTH AND
SAFETY ACT 2012*

SafeWork SA

GPO Box 465
ADELAIDE SA 5001

Phone: 1300 365 255
Fax: 08 8204 9200

swsaheicohs@sa.gov.au

INSTRUCTIONS:

1. It is the duty of the **Person Conducting a Business or Undertaking (PCBU)** to report a notifiable incident. However, anyone can report a notifiable incident.
2. This form should be completed accurately with as **much detail as is available** at the time it is completed.
3. Send this form to SafeWork SA by the **fastest means available**: by fax or email.

DO NOT USE this form to report an immediately life threatening issue or the death of a person. Please call SafeWork SA on our emergency line - 1800 777 209. This service operates 24 hours a day, 7 days a week. You can also choose to report dangerous incidents to SafeWork SA by calling this emergency service.

SERIOUS INJURY OR ILLNESS

DANGEROUS INCIDENT

DETAILS OF INCIDENT

Date and time of the incident:	Specific location:	Site type:		
Site address:	Suburb:	State:	Postcode:	
What work was being performed at the time of the incident?				
What happened?				
Was any plant being used at the time? What was it?				
Apparent cause of the incident:				

INJURED PERSON

Name:	Occupation:	Work experience:		
Address:	Suburb:	State:	Postcode:	
Sex:	Date of birth:	Phone number:	Mobile number/Other:	
Injuries (if known):			Condition of injured person (if known):	
Immediate treatment in hospital?	Where?	Were they admitted as an in-patient?		
Relationship of injured person to the PCBU:	Does this matter involve a child under the care of a provider of Education and Child Services?			

IMPORTANT NOTICE Pursuant to Section 174 of the *Education and Care Services National Law Act 2010* and Sections 173 and 174 of the *Education and Early Childhood Services (Registration and Standards) Act 2011* which requires approved providers of education and care services to notify information relating to prescribed matters to the Education and Early Childhood Services Board Registration and Standards within the prescribed timeframe. Please visit the **Australian Children's Education and Care Quality Authority** website: acecqa.gov.au to lodge the relevant notification form.

DETAILS OF PCBU

Business/Entity name:	ABN:		
Address:	Suburb:	State:	Postcode:
Phone number:	Fax number:	Mobile number:	Other number:
PCBU role:			

NOTIFIER'S DETAILS

Name:	Position:	Involvement/Relationship to the site:	
Phone number:	Mobile number:	Email:	
IMPORTANT NOTICE Pursuant to Section 39 of the <i>Work Health and Safety Act 2012</i> , you are advised that the person with management or control of the workplace must ensure that the site or any plant, substance, structure or thing where the incident occurred is not disturbed, so far as is reasonably practicable, until an inspector arrives at the site or any earlier time that the inspector directs, unless it is required to assist an injured person, remove a deceased person, to make the area safe, or are directed by police.			
Date form completed:	Signed:	I have submitted this form electronically (signature is not required)	

WHAT IS A NOTIFIABLE INCIDENT?

Work Health and Safety Act 2012

Section 35 – What is a notifiable incident

notifiable incident means—

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

WHAT IS A SERIOUS INJURY OR ILLNESS?

Work Health and Safety Act 2012

Section 36 – What is a serious injury or illness

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 degloving 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.

Work Health and Safety Regulations 2012

Regulation 699 – Incident notification – prescribed serious illnesses

For the purposes of section 36 of the Act, each of the following conditions is a serious illness:

- (a) 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) with micro-organisms; or
 - (ii) that involves providing treatment or care to a person; or
 - (iii) that involves contact with human blood or body substances; or
 - (iv) that involves handling or contact with animals, animal hides, skins, wool or hair, animal carcasses or animal waste products;
- (b) 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.

WHAT IS A DANGEROUS INCIDENT?

Work Health and Safety Act 2012

Section 37 – What is a dangerous incident

dangerous incident means an incident 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,

ELECTRICAL INCIDENTS

If the incident being notified is related to an **electric shock, gas infrastructure, or gas fitting**, please call the **Office of the Technical Regulator (OTR)** on: **1800 558 811**