

WHS REPORTING

RSA-PRO-011
V.2 July 2020

*This Procedure is underpins RSPCA South Australia's
Work Health, Safety and Well Being Policy.*

RSPCA South Australia's (RSPCA SA) commitment is to provide a safe and healthy work environment. This WHS Reporting Procedure covers work related and notifiable injuries, and individual responsibilities. It is designed as a guide to be used to compliment training and as a reminder to users how to report an Incident/Injury or hazard/property damage.

Scope

This Procedure applies to employees and volunteers of RSPCA SA (collectively 'workers').

Procedure

Workers are required to report all incidents, injuries, hazards and property damage to their immediate supervisor/manager immediately to ensure appropriate assistance is provided. Additionally, as soon as reasonable practicable, complete either:

- Incident/Injury Report Form; or
- Hazard/Property Damage Report Form

Forms are located at on the [RSPCA South Australia Intranet](#).

First Aid

First aid is the immediate treatment or care given to a person suffering from an injury or illness until more advanced care is provided or the person recovers. **First Aid Officer** is a person who has successfully completed a nationally accredited training course or an equivalent level of training that has given them the competencies required to administer first aid.

Workers are not permitted to administer their own first aid; they must seek first aid assistance from an RSPCA SA delegated First Aid Officer to ensure appropriate first aid is provided, or external medical assistance sought.

First Aid Officer Posters (listing all First Aid Officer names, their photo, and contact details) are located in a number of areas around each RSPCA SA location, as well on the RSPCA SA Intranet. All supervisors and managers know who their First Aid Officers are, and where all First Aid Kits are located.

****Please note that all cat bites that cause a puncture wound, or deep scratches, will now require attendance to a doctor and get a course of antibiotics just to be safe. WorkCover will cover the cost for employees.**

Legislation

Section 38 of the SA Work Health and Safety Act 2012 (WHS Act) requires that notifiable work related injury or a dangerous incident is reported to Safe Work SA immediately after becoming aware of the incident/injury.

SafeWork SA may conduct an investigation into notifiable injury, and the person with management or control of the workplace where the incident/injury occurred must make sure as far as is reasonably practicable that the site is not disturbed without the permission of a Safe Work SA inspector, except any action:

- To assist an injured person, or
- To remove a deceased person, or
- To make the site safe or minimise risk of a further notifiable incident, or
- That is associated with a police investigation, or
- For which an inspector or Safe Work SA has given permission.

Definitions

Incident	Narrowly avoiding an injury.
Injury	An instance of being injured.
Animal Incident	Narrowly avoiding an injury by an animal.
Notifiable work-related injury	An injury that: <ul style="list-style-type: none"> • Causes death, or • Requires immediate treatment as an in-patient in a hospital (overnight stay), or • Requires immediate treatment for: amputation, serious head injury, serious eye injury, serious burn, separation of skin from an underlying tissue, spinal injury, loss of a bodily function or serious lacerations, or Requires medical treatment within 48 hours of exposure to a substance (e.g. hazardous chemical)
Dangerous Incident	<p>A 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”. There does not necessarily need to be any injury for an event to be classified a dangerous incident.</p> <p>Dangerous incidents include:</p> <ul style="list-style-type: none"> • Uncontrolled: escape, spillage or leakage of a substance; or, implosion, explosion or fire; or, escape of gas or steam; or, escape of a pressurised substance, or • Electric shock, or The fall or release from a height of any plant, substance or thing, or • 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 • The collapse or partial collapse of a structure, or • The collapse or failure of an excavation or of any shoring supporting an excavation.
Electrical Shock	A physiological reaction, sensation, or injury caused by electric current passing through the (human) body.
Hazard	<p>A hazard is a source or a situation with the potential for harm in terms of human injury or ill-health, damage to property, damage to the environment, or a combination of these.</p> <p>Hazards at work may include noisy machinery, a moving forklift, chemicals, electricity, working at heights, a repetitive job, or inappropriate behaviour that adversely affects a worker’s safety and health.</p>
Person Conducting a Business or Undertaking (PCBU)	The meaning of a PCBU is set out in section 5 of the WHS Act. This is a broad concept used to capture all types of modern working arrangements. A PCBU conducts a business or undertaking alone or with others. The business or undertaking can operate for profit or not-for-profit. The definition of a PCBU focuses on the work arrangements and the relationships to carry out the work. In addition to employers, a PCBU can be a corporation, an association, a partnership or sole trader. A volunteer organisation which employs any person to carry out work is considered a PCBU.

Property Damage	Injury to real or personal property through another's negligence, wilful destruction, or by an act of nature. Property damage may include harm to an automobile, a fence, a tree, a home, or any other possession.
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Roles and responsibilities

Injury/incident

Worker	<p>Report incident/injury immediately (or as soon as possible) to Manager/Team Leader/Supervisor.</p> <p>Complete an Incident/Injury Report Form immediately or within 24 hours of incident.</p> <p>The Manager or the treating First Aider may complete the form on the Employee/Volunteer behalf.</p> <p>Assist management with the investigation.</p>
Treating First Aid Officer	<p>Ensure the first aid administered is included in the report form.</p> <p>The First Aider may complete this Incident/Injury Form on behalf of the injured person if they are unable to do so and encourage witnesses to also advise management of their observations of the Incident for investigation purposes.</p>
Witness	Any person assisting the injured person prior to or during the incident may be required to assist with the investigation.
Management	<p>Report notifiable work related Injury immediately to Head of Human Resources - contact details 8205 8081/0408 369 176.</p> <p>Ensure all relevant sections are completed on the Incident/Injury Form.</p> <p>Undertake investigation, complete a risk assessment and develop preventative actions and control measures with due dates and identified responsible person/s.</p> <p>Discuss incidents and control measures at tool box, team meetings and WHS committee meetings.</p> <p>Enter all relevant details and investigation information to the WHS Management Report.</p>
Head of Human Resources PCBU (Person Conducting a Business or Undertaking)	<p>Notify SafeWork SA of any reportable serious injuries or illnesses, dangerous incidents or deaths that occur at work immediately after becoming aware that it has occurred.</p> <p>Review the investigation undertaken to ensure all the factors involved in the incident are determined and appropriate preventative actions and control measures are developed with due dates and identified responsible person/s.</p> <p>Undertake the investigation of all notifiable incidents as soon as reasonable practicable, complete a risk assessment and develop preventative actions and control measures with due dates and identified responsible person/s.</p> <p>Provide investigation report to the CEO and RSPCA SA Board of Directors.</p> <p>Provide CEO and RSPCA SA Board of Directors monthly WHS reporting data.</p>

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Hazard/property damage

Worker	Report hazard immediately to Manager/Supervisor. Complete Hazard Report Form.
Management	Ensure all relevant sections are completed on the Hazard/Property Damage Report Form. Enter all relevant details in the WHS Management System. Complete a risk assessment, develop preventative actions and control measures with due dates and identified responsible person/s. Keep workers up to date with hazard\property damage reports.
Head of Human Resources - PCBU	Review Hazard Report Form to ensure a risk assessment has been completed and appropriate due dates and actions by management has taken place to mitigate the safety risk/s.

Additional resources

SafeWork SA

General Enquiries	Phone 1300 365 255
To Report a notifiable Incident or a dangerous occurrence	Phone 1800 777 209 - this line operates 24/7 https://www.safework.sa.gov.au/law-compliance/compliance-rights/incidents/workplace-incident-notification
SafeWork SA Website	https://www.safework.sa.gov.au/
Incident Notification fact Sheet	https://www.safeworkaustralia.gov.au/doc/incident-notification-fact-sheet

Version control

Version	Approval date	Review date	Comments
1.1	April 2019	April 2021	Updated online reporting form
2.0	July 2020	July 2022	First Aid updated