

This form is for reporting all workplace incidents including near-misses. It must be completed by the contractor and emailed to whs@dha.gov.au **within 24 hours** of the initial incident notification to DHA.

Note: All serious incidents and incidents involving treatment from a doctor or at hospital must be reported immediately to DHA by telephone on **139 DHA (139 342)**.

Section 1 – Contractor details

| | | | |
|-----------------------------------|--------------------------|-------------------|----------------------|
| Company name | <input type="text"/> | DHA Contractor ID | <input type="text"/> |
| Company address | <input type="text"/> | | |
| | <input type="text"/> | | |
| | State | Postcode | |
| Name (Person completing the form) | <input type="text"/> | | |
| Position | <input type="text"/> | | |
| Phone number | (<input type="text"/>) | Mobile | <input type="text"/> |
| Email | <input type="text"/> | | |

Section 2 – Incident details

| | | | |
|-------------------------------------|----------------------|----------------------|----------------------|
| Date of the incident | <input type="text"/> | Time of the incident | <input type="text"/> |
| Address where the incident occurred | <input type="text"/> | | |
| | <input type="text"/> | | |
| | State | Postcode | |
| Physical location of the incident | <input type="text"/> | | |

Was anyone injured as a result of the incident? No Yes How many **Note:** Details of person(s) involved in the incident are to be provided over the page.

Has the incident been notified to a regulator? (see Appendix A) Yes No N/A

Has the incident site been preserved? (see Appendix A) Yes No N/A

Please provide a brief description of the incident or near-miss, including the nature of the injuries.

Section 3 – Details of the work activity

| | | |
|---|------------------------------|-----------------------------|
| Is an investigation being conducted? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Was a SWMS in place for the task? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Was the task High Risk Construction Work? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

Please specify any remedial actions proposed at this point in time. (i.e. toolbox meeting)

 Please attach any SWMS, medical certificates, photos or other relevant information.

Section 4 – Information about the person(s) involved in the incident

Person 1

Name Date of birth

Address

State Postcode

Position

Phone number () Mobile

Email

Tasks performed

Was this person injured? No

Yes Type of injury

Medical treatment None First Aid Doctor
Hospital - Non inpatient Hospital - Inpatient

Has the injury been notified to a regulator? Yes No N/A

(see Appendix A)

Person 2

Name Date of birth

Address

State Postcode

Position

Phone number () Mobile

Email

Tasks performed

Was this person injured? No

Yes Type of injury

Medical treatment None First Aid Doctor
Hospital - Non inpatient Hospital - Inpatient

Has the injury been notified to a regulator? Yes No N/A

(see Appendix A)

 If three or more people were involved in the incident please provide their details on a separate page.

Appendix A

What is a notifiable incident?

The *WHS Act 2011* section 35 states that; a notifiable incident means the following and must be reported to a regulator immediately:

- (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?

- (a) a serious injury or illness of a person means an injury or illness requiring the person to have 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
 - ix. 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.

What is a dangerous incident?

In this Part, 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 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.