Health & Safety Incident
Immediate Response Flowchart

Health and Safety Incident Occurs

Apply First Aid and call 000 if required

Does the incident require Notification to Workplace Health and Safety Queensland or Electrical Safety Office?

Incidents that must be notified:
- the death of a person,
- a serious injury or illness of a person, or
- a dangerous incident

See page 2 for definitions

Immediate Notification to WHSQ is a Legal Requirement

Call WHSQ on 1300 362 128

Provide all details to the WHSQ Advisor and obtain a reference number

NO

Within 3 days of being aware of the incident, complete the incident record in the appropriate system (e.g. MyHR WH&S) provided by WHSQ within the record

- Conduct Incident Investigation and implement controls.
- Manage the incident with the appropriate recording system

Immediately complete the incident record in the appropriate system (e.g. MyHR WH&S) - note the reference number provided by WHSQ within the incident’s details i.e. the IMMEDIATE ACTION TAKEN field

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Serious Injury or Illness

An injury or illness requiring the person to have—

**Immediate treatment as an in-patient in a hospital (i.e. admitted into hospital), or immediate treatment for care in addition to first aid for—**
- the amputation of any part of his or her body, or
- a serious head injury – e.g. scalping, a penetrating injury to the skull, a fractured skill, loss of consciousness caused by a severe blow to the head, or
- a serious eye injury – e.g. the loss of sight of an eye, a penetrating injury to the eye,
- a serious burn (e.g. requires medical treatment), or
- the separation of skin from an underlying tissue – e.g. degloving or scalping, or
- a spinal injury – e.g. a fracture of the spine with or without any limb weakness or paralysis. (Muscular injuries are not considered spinal injuries), or
- the loss of a bodily function – e.g. a loss of consciousness, loss of movement of limb, loss of a sense (hearing/sight), loss of function of an internal organ, or
- serious lacerations – e.g. one or more deep and or extensive cuts, tears or wounds to the flesh or tissue.
- medical treatment within 48 hours of exposure to a substance, or any other injury or illness prescribed under a regulation e.g. 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 or occupational zoonoses contracted in the course of work e.g. Hendra virus, Q fever, Anthrax as per section 699 of the Work Health and Safety Regulation 2011 (Qld).

Dangerous Incident (S37 – Work Health and Safety Act 2011 (Qld))

An incident in 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—
- an uncontrolled escape, spillage or leakage of a substance, or
- an uncontrolled implosion, explosion or fire, or
- an uncontrolled escape of gas or steam, or
- an uncontrolled 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 under a regulation, or
- the collapse or partial collapse of a structure, or
- the collapse or failure of an excavation or of any shoring supporting an excavation, or
- the inrush of water, mud or gas in workings, in an underground excavation or tunnel, or
- the interruption of the main system of ventilation in an underground excavation or tunnel, or
- any other event prescribed under a regulation, but does not include an incident of a prescribed kind.

Serious Electrical Incident

Section 11 of the Electrical Safety Act 2002 (Qld)

An incident involving electrical equipment if, in the incident—
(a) a person is killed by electricity, or
(b) a person receives a shock or injury from electricity, and is treated for the shock or injury by or under the supervision of a doctor, or
(c) a person receives a shock or injury from electricity at high voltage, whether or not the person is treated for the shock or injury by or under the supervision of a doctor.

Dangerous Electrical Event

(a) the coming into existence of circumstances in which a person is not electrically safe, if—
(i) the circumstances involve high voltage electrical equipment, and
(ii) despite the coming into existence of the circumstances, the person does not receive a shock or injury,
(b) the coming into existence of both of the following circumstances—
(i) if a person had been at a particular place at a particular time, the person would not have been electrically safe,
(ii) the person would not have been electrically safe because of circumstances involving high voltage electrical equipment,
(c) an event that involves electrical equipment and in which significant property damage is caused directly by electricity or originates from electricity,
(d) the performance of electrical work by a person not authorised under an electrical work licence to perform the work,
(e) the performance of electrical work by a person if, as a result of the performance of the work, a person or property is not electrically safe,
(f) the discovery by a licensed electrical worker of electrical equipment that has not been marked as required under this Act.

High Voltage

Voltage greater than 1000V AC RMS or 1500V ripple-free DC.

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