

**AHETI**Transforming Aspirations into
Australian Health Careers

ACCIDENT, INJURY, INCIDENT, HAZARD REPORTING AND INVESTIGATION POLICY

1 PURPOSE AND CONTEXT

- 1.1 AHETI seeks to encourage the prompt reporting and investigation of all accidents, incidents, and hazards, while ensuring compliance with relevant legislation. The purpose of this policy is to make certain that all employees understand their role in reporting accidents, injuries, incidents, and hazards.

2 DEFINITIONS

- 2.1 The following definitions apply for the purpose of this policy:
- i. Accident - An unexpected occurrence with the potential to disrupt normal safe operations, such as a system failure resulting in consequences like fatality, injury, occupational illness, loss of containment, uncontrolled environmental discharge, legal claims, or any violation of Workplace Health and Safety regulations.
 - ii. Incident - An event, often referred to as a "near miss," that could have led to an accident but did not.
 - iii. Notifiable Incidents - These are incidents involving a serious risk to health and safety. Dangerous Incidents are defined by the [NSW Work Health and Safety Act 2011](#) (WHS Act) and must be reported to [WorkCover NSW](#) through AHETI's Risk Management Committee (RMC) department.
 - iv. Hazard - Anything or any condition that causes or has the potential to cause injury, harm, or ill health.
 - v. Lost Time Injury - An incident in which an injury prevents an employee from attending work for one full day/shift or more.

**AHETI**

Transforming Aspirations into
Australian Health Careers

3 POLICY STATEMENT

- 3.1 AHETI mandates the completion of an Accident/Injury/Incident/Hazard Notification Form for all accidents/incidents that take place within AHETI-controlled areas. This form should be filled out and submitted to RMC within 48 hours of the accident/incident.
- 3.2 AHETI also stipulates the investigation of all accidents/injuries/incidents/hazards, along with the development and implementation of appropriate strategies to either eliminate or reduce the likelihood of similar occurrences in the future. To achieve this, AHETI requires the timely investigation of all accidents, injuries, incidents, and hazards.
- 3.3 This policy is applicable to all AHETI personnel, including staff and students, as well as individuals who visit or work at AHETI.
- 3.4 Accountability
 - i. Employees must:
 - a. Report all accidents/injuries/incidents/hazards to their immediate supervisor and/or Manager.
 - b. Ensure the completion of the Accident/Injury/Incident/Hazard Notification Form.
 - ii. Immediate Supervisors are responsible for:
 - a. Investigating all reported accidents/injuries/incidents/hazards.
 - b. Ensuring appropriate corrective actions are taken to prevent a recurrence.
 - c. Timely submission of all relevant documentation to RMC.



AHETI

Transforming Aspirations into
Australian Health Careers

- iii. The Risk Management Committee is responsible for:
 - a. Reviewing all accident/injury/incident/hazard report forms.
 - b. Ensuring that these report forms are completed promptly.
 - c. Providing feedback, advice, and support to immediate supervisors.
 - d. Offering guidance and assistance to immediate supervisors to prevent a recurrence of similar accidents, injuries, incidents, or hazards.
 - e. Monitoring the investigation process and implementing control strategies.
 - f. Promptly notifying WorkCover NSW in case of a notifiable incident upon becoming aware of it.

4 PROCEDURES

4.1 Scope

- i. This procedure outlines the necessary steps for investigating accidents, injuries, incidents, and hazards, including but not limited to fatalities, injuries, occupational illnesses, loss of containment, environmental non-compliance (with licence), public complaints, and legal claims. It encompasses events that have either directly caused or had the potential to cause any of the above-mentioned issues. The procedure encompasses immediate actions, the investigative process, categorisation, and any required corrective actions.
- ii. The established Accident/Injury/Incident/Hazard Reporting System is to be utilised by workers, students, or visitors who identify a



AHETI

Transforming Aspirations into
Australian Health Careers

hazard, sustain injuries, or become unwell while engaged in their responsibilities at or visit to AHETI.

4.2 Objective

- i. To guarantee thorough investigations of all incidents and accidents.
- ii. To make certain that appropriate corrective measures are implemented to prevent future occurrences and minimise the potential risks in the workplace.
- iii. To recognise workplace hazards.

4.3 Immediate Action

- i. If an accident, injury, incident, or hazard occurs, workers should, when it is safe, promptly take suitable immediate measures to reduce the potential for additional harm or harm mitigation (such as administering first aid, addressing fires, containing spills, or reaching out to emergency services if necessary). Additional information can be accessed in AHETI's Emergency Procedures Manual.

4.4 Reporting

- i. The reporting of accidents, injuries, incidents, and hazards is crucial for identifying workplace hazards.
- ii. Incidents with the potential to cause injury or damage (near misses) should also be reported.
- iii. The person directly involved in the accident, injury, incident, or hazard, or another designated person (such as a staff member or worker), should complete the Accident/Injury/Incident/Hazard Notification Form. This form should be filled out and submitted to the RMC within 48 hours of the accident or incident occurrence.



- iv. For accidents that pose an emergency, also refer to the Emergency Procedures Manual.
- v. Serious accidents, injuries, incidents, and hazards must be promptly reported to the RMC. This includes any notifiable incidents that are required to be reported to [WorkCover NSW](#).
- vi. Any accident, injury, incident, or hazard involving actual or alleged discrimination or harassment should be reported to Equity, Diversity, and Wellbeing to ensure that these claims are evaluated in accordance with Anti-Discrimination legislation.
- vii. Furthermore, the responsible line manager or the Work Health and Safety Coordinator has the authority to suspend work in the area where the accident, injury, incident, or hazard occurred, or to suspend similar work, until the investigation is completed and/or corrective actions are taken if there is a risk of a similar accident, injury, incident, or hazard happening. Workers have the right to refuse to engage in unsafe work when there is a reasonable concern of a serious risk to health and safety but must promptly inform their line manager of this action.

4.5 Reporting to WorkCover NSW (Statutory Reporting)

- i. In the event of a notifiable incident, immediate notification must be made to WorkCover NSW, which includes:
 - a. When, following a workplace accident, a person either dies or sustains a serious injury or illness requiring immediate hospital treatment, or when medical treatment is necessary within 48 hours after exposure to a substance.
 - b. When a dangerous incident occurs, posing a serious risk to health and safety. A dangerous incident encompasses uncontrolled spillages, releases, or leaks of substances/gases or steam, implosions/explosions/fires,



electric shocks, and structural collapses. For more detailed definitions of dangerous incidents, please refer to the [NSW](#).

- c. [Work Health and Safety Act 2011](#) (WHS Act) or contact the Risk Management Committee (RMC).
- ii. It's essential to report to [WorkCover NSW](#) even if the injured or deceased person is not an employee. You should directly collaborate with the Work Health and Safety Coordinator, who will provide assistance in notifying WorkCover NSW.
- iii. The immediate manager is accountable for:
 - a. Ensuring the Accident/Injury/Incident/Hazard Notification Form is filled out.
 - b. Completing any pertinent Workers Compensation paperwork within 24 hours of an accident, injury, or incident.
 - c. Promptly getting in touch with RMC when a notifiable incident has transpired (e.g., a significant accident, incident, or hazard) as mentioned above under Statutory Reporting.

4.6 Accident/Injury/Incident/Hazard Investigation

- i. Every accident, injury, incident, and hazard requires an investigation, including input from affected workers. If applicable, this consultation may involve a Health and Safety Representative (HSR) representing the affected workers.
- ii. During the investigation, a thorough analysis should be conducted to identify any failures in the Work Health and Safety Management System. The manager should assess the incident using the following criteria:
 - a. Is there an existing procedure covering this area of activity?



AHETI

Transforming Aspirations into
Australian Health Careers

- b. Is the procedure effective, practical, comprehensive, simple, and user-friendly?
 - c. Was the procedure correctly implemented?
 - d. Was the procedure followed as instructed?
 - e. What external factors influenced the situation beyond the immediate process?
 - iii. The investigation's objective is to determine the root cause(s) of the accident or incident to enable corrective actions aimed at preventing its recurrence.
 - iv. The immediate manager is responsible for:
 - a. Timely notification of accidents, injuries, incidents, and hazards to the Work Health and Safety Coordinator (WHS Coordinator) within 24 hours, or immediately for major cases.
 - b. Conducting a full investigation of the accident, injury, incident, or hazard and providing formal advice to RMC. In cases related to discrimination or harassment, refer to Equity, Diversity and Wellbeing. When legal obligations overlap with Workplace Health and Safety, refer to the appropriate Unit/Division.
 - v. The WHS Coordinator will track trends related to accidents, injuries, incidents, and hazards and initiate additional investigations when:
 - a. Multiple incidents occur in similar situations.
 - b. A workers' compensation claim has been submitted.



AHETI

Transforming Aspirations into
Australian Health Careers

- c. The manager requests assistance in investigating an accident, injury, incident, or hazard.
- d. A significant or major incident takes place.
- e. A situation is deemed to necessitate further investigation.

4.7 Corrective Action

- i. Corrective actions taken should align with the scale and potential harm associated with the accident, injury, incident, or hazard.

4.8 Records

- i. Records documenting accident, injury, incident, and hazard notifications, reporting, investigations, and corrective actions must be maintained. The retention period for records should comply with relevant legal requirements.

5 GUIDELINES

Nil.



AHETI

Transforming Aspirations into
Australian Health Careers

For more information		
	Website	www.aheti.com.au
	Email	support@aheti.com.au