Appendix A

Incident Response Process

Incident occurs

Was there an imminent risk of death or serious injury?

Was there a fatality or serious injury?

Advise Officer, Manager, Supervisor immediately

Advise WHS Unit Advise Officers and Chief Operating Officer

Is it an electrical incident?

Advise Aurora immediately

Preserve site

Submit Incident report

Put together investigation team

Submit investigation report

Take emergency action and access First Aid

Manager WHS or Officer makes Statutory Notification to WST Phone: 1300 366 322

Is it a “Dangerous Incident”?

Follow standard incident reporting process

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 – but does not include an incident of a prescribed kind.
Appendix B

Statutory Notification Process

Fatality, serious injury or dangerous incident occurs

Make notifications:
Next of Kin
Vice Chancellor and Council

Notify Officer immediately.
Advise Chief Operating Officer

Officer or Manager
WHS notifies WST Inspector
and provide details by quickest means available

Confirm site has been preserved and investigation has commenced

Liaise with WST Inspector

Liaise with Manager WHS

Assist with investigation process

Provide written information to WST Inspector within 48 hours

Complete Investigation Report

Submit completed report to COO, VC and Council and WST

Phone 1300 366 322

Fax 6233 8338