Incident and Hazard Management
(including reporting and investigation requirements)

Commencement Date: 1 November 2006

1. Exceptions
Nil

2. Definitions

‘hazard’ anything that has the potential to cause ill health or injury.

‘Hierarchy of Controls’ a complete definition is contained in the “Making the Workplace Safe” document

‘incident’ events that cause injury or illness or had the potential to do so

‘serious injury or illness’ ‘an injury or illness that will result in the affected person losing one or more working days

3. Minimum Standards

These minimum standards are compulsory for all University staff, students and visitors to ensure safety is maintained and legislative requirements are met. Section 4 shall be treated as a guide to assist with meeting these standards.

3.1 All workplaces shall be regularly inspected at intervals agreed by management, safety and health representatives and staff

3.2 All workplace tasks shall be analysed for hazards with safe working procedures developed as appropriate

3.3 Risk shall be adequately assessed for all identified hazards

3.4 Hazards shall be controlled in accordance with the ‘Hierarchy of Controls’

3.5 All incidents and hazards identified (not immediately controlled) in the workplace shall be reported and investigated as soon as is practicable through the University’s online incident/hazard reporting system

3.6 Managers, in conjunction with safety and health representatives, shall coordinate an investigation into any reported incident or hazard

3.7 Incidents involving serious injury or illness, or involve electricity or gas shall be immediately reported to the Curtin OSH team on ext. 4900

Note: Incidents of bullying and stress are to be reported using the online incident/hazard reporting system. These incidents are not required to be seen by a manager or safety and health representative and will be managed in accordance with the University’s policy on Bullying in the Workplace.

4. Guidelines

Complete guidelines for the identification, assessment and control of workplace hazards are contained in the Occupational Safety & Health “Making the Workplace Safe” document. This includes the responsibilities of managers, safety and health representatives, staff, students and visitors as well as instructions and access to reporting and investigation requirements. Further advice can be obtained through contacting the Curtin OSH Team on ext. 4900.

REVISION HISTORY:

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