



## INJURY CLASSIFICATION GUIDELINES

### PURPOSE

This document provides guidance to relevant staff on how to classify an injury for reporting. Supporting documents include:

- [Health and Safety Policy](#)
- [Health and Safety Management Standards](#)
- [Incident Reporting Procedure](#)

The guidance in this document complies with legislative requirements outlined in the Occupational Safety and Health Act (1984), Regulations (1996) and Australian Standard 1885.1.

### 1. INJURY CLASSIFICATIONS

For injury reporting purposes, Curtin University has five key injury categories:

- First Aid Injury (FAI)
- Medical Treatment Injury (MTI)
- Lost Time Injury (LTI)
- Serious Incident (SI)
- Notifiable Incident (NI)

#### 1.1 FIRST AID INJURY (FAI)

A First Aid Injury (FAI) is an injury that requires a single first aid treatment and potentially a follow up visit for subsequent observation. Such treatment and observation can be considered first aid even when administered by a registered medical professional. First aid injury treatments may include:

- Application of antiseptics during a first visit to medical personnel;
- Treatment of minor (first degree) burns;
- Application of bandages (including elastic bandages) during a first visit to medical personnel; Irrigation of eye injuries and removal of non-embedded objects;
- Removal of foreign bodies from a wound using tweezers or other simple first aid technique;
- Use of non-prescription medication (schedule 2 or 3 medications), and administration of a single dose of prescription medication on a first visit to medical personnel for minor injury or discomfort.
- Soaking, application of hot-cold compresses, and use of elastic bandage on sprains immediately after injury (initial treatment only);
- Application of ointments for abrasions to prevent drying or cracking;
- One time administration of oxygen, for example after exposure to toxic atmosphere;
- Physical examination, if no condition is identified or medical treatment is not administered;
- The conduct of diagnostic procedures such as x-rays and blood tests with a negative diagnosis;
- One time dose of prescription medication, for example Tetanus Injection or Pharmaceutical and;
- Observations of injury during visits to a registered medical professional, including hospitalisation for less than 48 hours.



## 1.2 MEDICAL TREATMENT INJURY (MTI)

A Medical Treatment Injury (MTI) is as an injury that requires treatment given by a registered medical professional. Types of treatment includes: Use of prescription medication (schedule 4 or 8 'prescription only' medication), except a single dose administered on a first aid basis (see above);

- Therapeutic (physiotherapy or chiropractic) treatment, more than once;
- Stitches, sutures (including butterfly adhesive dressing in lieu of sutures);
- Removal of dead tissue or skin (surgical debridement);
- Treatment of infection;
- Application of antiseptic during a second or subsequent visit to medical personnel;
- Removal of foreign objects embedded in an eye;
- Removal of foreign objects embedded in a wound (not small splinters);
- Removal of embedded objects from an eye;
- Treatment of deep tissue (second or third degree) burns;
- Use of hot or cold soaking therapy or heat therapy during the second or subsequent visit to medical personnel;
- Positive x-ray diagnosis of injury; and;
- Admission to hospital or equivalent medical facility for treatment.

## 1.3 LOST TIME INJURY (LTI)

A Lost Time Injury (LTI) is a work-related injury or disease that resulted in:

- time lost from work of at least one day or shift;
- permanent disability;
- a fatality (AS 1885.1).

## 1.4 SERIOUS INCIDENT (SI)

Serious Incident means any incident at a Curtin controlled workplace (or an incident related to any Curtin controlled activity) which, in relation to a staff member, student, contractor, visitor, volunteer or member of the public:

- results in fatality;
- results in admission to hospital and is determined by the Director of Health and Safety at Curtin to qualify;
- an incident or hazard (including an imminent incident or hazard that does not actually occur) that exposes or could potentially expose a serious risk to a person's health or safety, even if no one is injured.

## 1.5 NOTIFIABLE INCIDENT (NI)

An incident that occurs in any jurisdiction which meets the local Regulator notification criteria.

Prior to injury classification it must be determined if it is work related. This determination will be made as per the Workers Compensation legislation. Examples of non-work related injuries include but are not limited to:

- Injury reported on a personal medical certificate and not a WorkCover certificate of capacity;
- Travelling to and from the office at the beginning and end of work day;
- Signs and symptoms that surfaced at work but resulted from non-work related event or exposure that occurred outside of the work environment;
- Signs and symptoms that surfaced at work but resulted from non-work related event or exposure that occurred outside of the work environment;

## External Document

- Injury whilst working remotely not sustained through activities related to work (e.g. domestic chores);
- Injury occurs when person is present in the work environment as a general member of the public and not an employee;
- Injury occurred on company travel whilst not engaging in work activities (e.g. sightseeing);
- Additional items as deemed by insurer at assessment of claim.

## 2. DETERMINATION OF WORK RELATEDNESS

Prior to injury classification it must be determined if it is work related. This determination will be made as per the Workers Compensation legislation. Examples of non-work related injuries include but are not limited to:

- Injury reported on a personal medical certificate and not a WorkCover certificate of capacity;
- Travelling to and from the office at the beginning and end of work day;
- Signs and symptoms that surfaced at work but resulted from non-work related event or exposure that occurred outside of the work environment;
- Injury whilst working remotely not sustained through activities related to work (e.g. domestic chores);
- Injury occurs when person is present in the work environment as a general member of the public and not an employee;
- Injury occurred on company travel whilst not engaging in work activities (e.g. sightseeing);
- Additional items as deemed by insurer at assessment of claim.

## 3. REFERENCES

- Occupational Safety and Health Act, 1984
- Occupational Safety and Health Regulations, 1996
- Workers' Compensation and Injury Management Act, 1981
- Workers' Compensation and Injury Management Regulations, 1982
- AS 1885.1-1990 Workplace Injury and Disease Recording Standard

### CONTACT DETAILS

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Approval Authority	Director, Health and Safety

### REVISION HISTORY

Revision #	Date	Amendment Description
1	21/07/2011	Approved and Released
1.1	08/02/2017	Addition of H&S Management Standards to purpose and relevant document sections.
2.	01/04/2020	Revised with inclusion of Serious Incident description
2.1	07/04/2020	Addition of Notifiable Incident
2.2	08/06/2020	Addition of Determination of Work Relatedness