



HEALTH, SAFETY AND EMERGENCY MANAGEMENT

Promoting a safer place to work and study



Curtin University

HSEM BULLETIN

Hazard & Incident Reporting

Who needs to read this?

All Curtin University Staff.

Background Details

Workplace hazards that are not identified and controlled can result in injuries and fatalities.

All staff have a duty of care to themselves and others in the workplace. Part of the duty of care of staff is to report the following:

- Any situation that could constitute a hazard that you identify and cannot correct within your workplace;
- All injuries or harm to health that arise out of or in connection with your work.

Information & Recommendations

How do I prevent hazards in my workplace?

- Inspect your workplace for new hazards and rectify;
- Complete regular housekeeping within your workplace;
- Complete risk assessments prior to the commencement of any new processes, when processes change, and as required for the regular review of existing processes;
- Complete safe operating procedures for regular processes within your workplace.

How can hazards be corrected in my workplace?

- Correct any minor hazards yourself (where possible);
- Involve your Safety and Health Representative and line manager in any decisions regarding hazards that affect others in the workplace;
- Table more complex issues at your Safety and Health Committee or Department Meetings for resolution;
- Contact Properties, Facilities and Development immediately for urgent requests on ext 2020 or

for non-urgent requests complete an on-line [Maintenance/Hazard Request](#);

- Where issues have not been resolved in a reasonable timeframe lodge an on-line [Incident/Hazard Report](#).

How do I report injuries or harm to health that arise out of my work?

- Immediately report the injury/harm to your line manager.
- Complete an on-line [Incident/Hazard Report](#).

Who do we call with questions?

If you have any queries, please contact HSEM on 9266 4900 or email healthandsafety@curtin.edu.au.

References

[Occupational Safety & Health Act 1984](#)

Date of Issue

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