Edith Cowan University

Incident Reporting and Investigation Flowchart

INCIDENT

Before the end of the working day (shift) the worker is to notify their immediate Supervisor of the incident and complete the online incident report form

As soon as practicable after an incident occurs the Supervisor is to notify:
  i. The designated Health and Safety Representative, and
  ii. The Safety & Employment Relations Team (SER) via completion of the online incident report form

In the case of a major accident, notification must be immediate.

INVESTIGATION

Investigation is to be carried out by the Manager in consultation with:
  i. The relevant Head of School/Department
  ii. The injured employee,
  iii. Health and Safety Representative,
  iv. Safety & Employment Relations Team
  v. HR Account Manager if appropriate.
  vi. Manager Electrical Services (For electrical incidents)
Where the incident is a "Notifiable Incident", site preservation is required.

INVESTIGATION

Investigation is to be carried out by the immediate Manager in consultation with:
  i. Person involved, and
  ii. Health and Safety Representative where available.

INVESTIGATION

If a "Notifiable Incident" Safety & Employment Relations Team is to advise WorkSafe Western Australia

SERIOUS OR DISABLING
[Lost Time Injury - More than 1 day]

DISCUSSION
Incidents should be discussed (considering confidentiality) at Faculty and Service Centre Work Health & Safety Committee meetings

FEEDBACK
Feedback to Safety and Employment Relations Team

ACTION
1. Manager completes and forwards a copy of the completed Incident Investigation form to:
   i. Health and Safety Representative
   ii. Safety & Employment Relations team (original)
   iii. Retains a copy for own records
2. Manager implements controls.
3. Manager advises Dean/Director and Head of School/Department of the accident and what preventative procedures have been implemented.

FOLLOW-UP
Suitability of controls to be re-assessed after 3 months

ACTION
1. Manager completes and forwards a copy of the completed Incident Investigation form to:
   i. Health and Safety Representative
   ii. Safety and Employment Relations Team (original)
   iii. Retains a copy for own records
2. Manager implements controls.
3. Manager advises Dean/Director and Head of School/Department of the accident and what preventative procedures have been implemented.

After Hours: Security to notify osh@ecu.edu.au via email report

Updated 30 September 2014