

Notifiable Incident to WorkSafe Flowchart

Incident at workplace

If the situation is dangerous or high risk, call **000** for emergency services.

Does the incident require notification to WorkSafe?

You must report the incident if it results in:

- the death of a person
- a person needing medical treatment within 48 hours of exposure to a substance
- a person needing immediate treatment as an in-patient in a hospital
- a person needing immediate medical treatment* for the following injuries:
 - ◆ amputation
 - ◆ serious head injury
 - ◆ serious eye injury
 - ◆ removal of skin (example: de-gloving, scalping)
 - ◆ electric shock
 - ◆ spinal injury
 - ◆ loss of bodily function (including a limb due to a fracture)
 - ◆ serious lacerations (example: requiring stitching or other medical treatment).

*Medical treatment means treatment by a person registered under the Health Practitioner Regulation National Law to practice in the medical or nursing.

You must also report the incident (regardless of whether an injury has occurred) if persons are at serious risk emanating from an immediate or imminent exposure to:

- an uncontrolled escape, spillage, or leakage of any substance, including dangerous goods that are flammable, combustible, explosive, oxidising or water reactive or other hazardous properties
- an implosion, explosion, or fire
- electric shock
- the fall or release from a height of any plant, substance or thing
- collapse, overturning, failure, malfunction of or damage to any plant, including plant in relation to a mine and/or the design of which must be registered in accordance with the OHS Regulations
- collapse or partial collapse of a building or structure
- the collapse or failure of any excavation of any shoring supporting an excavation
- the inrush of water, mud or gas in workings in any underground excavation or tunnel
- the interruption of the main system of ventilation in an underground excavation or tunnel.

No

Log the incident in [eduSafe Plus](#).

Yes

Contact the Incident Support Operations Centre (ISOC) on 1800 126 126

ISOC will report the incident in eduSafe Plus.

Workplace manager call WorkSafe ASAP on 13 23 60

They will email you a link to an online incident notification form.

Complete incident notification form within 48 hours

You will receive an email confirmation once the form has been submitted to WorkSafe.

For more information visit the [WorkSafe](#) website.

Save a copy of your incident notification form

You are required to keep this record for at least 5 years.

Find Assistance

Contact the OHS Advisory Service

Phone: 1300 074 715 or

Email: safety@education.vic.gov.au

Conduct an incident investigation within 24 hours

Using the department's [Hazard and incident investigation template](#) as per the [Reporting and management of incidents and hazards](#) policy and procedure.