

# Notifiable Incident to WorkSafe Flowchart

## Incident at school site

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.

**Principal/delegate 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.

**Conduct an incident investigation within 24 hours**

Using the department's [Hazard and Incident Investigation Template](#) as per the [Managing and Reporting School Incidents \(including emergencies\) policy](#).

### Find Assistance

Contact the OHS Support Service on  
Ph: 1300 074 715 or  
e-mail [safety@education.vic.gov.au](mailto:safety@education.vic.gov.au)