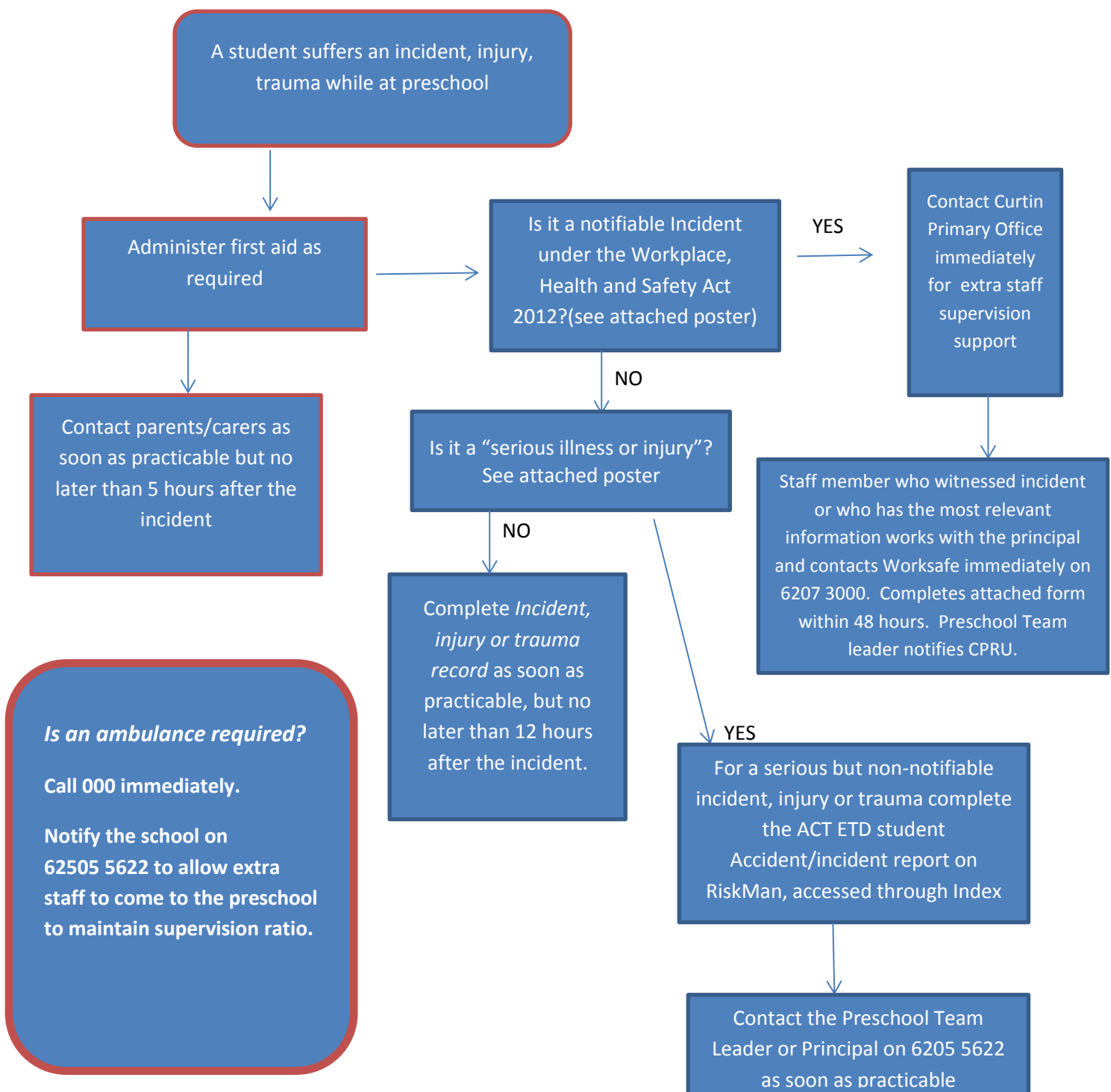


Incident, Injury and Trauma Procedure

All government preschools are governed by the workplace, Health and Safety ACT 2012, as well as the Education and Care Services National Regulations with respect to the management and reporting of an incident, injury or trauma. The following flowchart explains the process for ensuring compliance with both laws.



What is a notifiable Incident?

(Notice must be given in accordance with section 38(2) of the Work Health and Safety Act, 2011)

'Notifiable Incidents' include the following

- The death of a person
- A serious injury or illness of a person
- A 'dangerous' incident'

What is a 'serious illness or injury'?

"Serious injury or illness " of a person means an injury or illness requiring the person to have –

- (a) Immediate treatment as an in-patient in a hospital; or
- (b) immediate treatment for –
 - i. the amputation of any part of the body
 - ii. a serious head injury
 - iii. a serious eye injury
 - iv. a serious burn
 - v. the separation of skin from an underlying tissue (such degloving or descalping)
 - vi. spinal injury
 - vii. loss of bodily function
 - viii. serious lacerations
- (c) medical treatment within 48 hours of exposure to a substance, and includes any other injury or illness prescribed by regulation but does not include an illness or injury of a prescribed kind.

Dangerous incident means

Any incident in relation to a workplace that exposes a worker or any other person to a serious risk to a person's health or safety emanating from and immediate or imminent exposure to:

- an uncontrolled escape, spillage or leakage of a substance
- an uncontrolled implosion explosion or fire
- an uncontrolled escape of gas or steam
- an uncontrolled escape of a pressurised substance
- electric shock
- fall or release from a height of any plant substance or thing
- collapse, overturning, failure of malfunction of, or damage to any plant that is required to be authorised for use in the regulations
- collapse or partial collapse of a structure
- collapse of failure of an excavation or of any shoring supporting an excavation
- inrush of water, mud or gas in workings, in an underground excavation or tunnel
- interruption of the main system of ventilation in an underground excavation or tunnel or
- another event prescribed in the regulations.

Notice must be given immediately after becoming aware of the event, and within 24hours in writing. The site must not be disturbed except for assisting an injured person and making the site safe or to minimise the risk of a further notifiable incident.