

JOINT SOP	
Title	Occupational Health & Safety (OH&S) Incident Reporting and Investigation - Major Emergencies
Purpose	<p>To ensure that:</p> <ul style="list-style-type: none"> • Personnel involved in response to Major Emergencies are aware of their responsibilities in recording, reporting, investigating and evaluating OH&S incidents • Emergency Personnel know their responsibilities when an emergency personnel (including contractors) or members of the public are injured as a result of emergency response activity. • Incident details are recorded and reported through the line of control and to the appropriate agency contact. • Effective and timely investigation of all incidents requiring formal investigation.
Scope	<p>This procedure applies to all personnel engaged in response to Major Emergencies.</p> <p>This Joint Standard Operating Procedure (JSOP) provides guidance on the procedures that are required to be followed to manage any OH&S incidents. It specifically outlines the responsibilities and processes for reporting, recording, investigating, and evaluating WorkSafe Notifiable Incidents and Serious and Minor OH&S Incidents.</p>
Applicable Agencies	<p>This procedure applies to the following agency personnel;</p> <ul style="list-style-type: none"> • CFA • DELWP (FFM Vic) • EMV • MFB • VICSES
Content	<p>The procedural contents of this SOP are:</p> <ul style="list-style-type: none"> • Step 1: Incident Reporting • Step 2: Serious OH&S Incidents • Step 3: Investigation of Serious Incidents • Schedule 1: OH&S Incident recording, reporting and notification flowchart • Schedule 2: Notifiable Incidents as per <i>Occupational Health & Safety Act (Vic) 2004</i>

Responsibilities	Incident Controller, Regional Controller, State Response Controller, State OH&S Executive Advisor, State Agency Commander, Incident Safety Officer, emergency management personnel including contractors
Definitions	<p>The following definitions apply to this procedure:</p> <p>Minor OH&S incident An identified OH&S incident that has resulted in or had the potential (i.e. near miss) to require first aid treatment or involved minor damage to property or plant.</p> <p>Serious OH&S incident An identified OH&S incident that has resulted in or had the potential to (i.e. a near miss) cause person/s to require medical treatment (not first aid), hospitalisation, or single/multiple deaths, or substantial damage to property or plant.</p>

PROCEDURE

1. Incident Reporting

- 1.1. Emergency Personnel are required to report incidents to their supervisor within the incident structure / as soon as practical.
- 1.2. All incidents are required to be recorded in the relevant agency's hazard and incident reporting system or by using the OH&S Incident report card system. All relevant sections are required to be completed and forwarded to the Incident Controller or delegate (Incident Safety Officer, Logistics Officer or Medical Services Unit Leader) where an emergency is being managed by an IMT.
- 1.3. At the end of each shift it is the Incident Safety Officer/Logistics Officer/Medical Services Unit Leader's responsibility to ensure all relevant incidents from that shift have been recorded and relevant documentation kept.
- 1.4. Minor OH&S Incidents are to be resolved at the local level unless otherwise advised by the Incident Controller.
- 1.5. Blank OH&S incident report cards are required to be made available to all emergency personnel and used to record all OH&S incidents where ready access to agency hazard reporting system is not available.

2. Serious OH&S incidents

2.1. Notification

2.1.1. When a serious OH&S Incident has occurred to emergency personnel, (including contractors) or a member of the public as a result of agency response activities, the Incident Controller is required to be notified as soon as reasonably practicable.

2.1.2. All Serious OH&S Incidents require following notifications:

- Agency Chain of Command
- Line of Control
- Worksafe
- OHS Executive Advisor

2.1.3. Notification of Agency Chain of Command

2.1.3.1 The Incident Controller is required to notify the relevant agency commander of the serious OH&S Incident. This is required to be escalated through the agency chain of command to the State Agency Commander (SAC).

2.1.3.2 The SAC will ensure the implementation of relevant agency protocols, including notification of family members.

2.1.4 Notification through the line of control

2.1.4.1 The notification will be through the line of control from the field through to the Incident Controller, Regional Controller to the State Response Controller and to the Emergency Management Commissioner (EMC).

2.1.4.2 If a member of the public has been injured, the will Incident Controller escalate through the line of control and engage the Victoria Police to ensure notification of family members.

2.1.5 Worksafe Notification

2.1.5.1 All notifiable incidents as per schedule 2 must be reported to Worksafe by the home agency of the serious OHS incident verbally within 24hrs. Written confirmation on the approved form must be provided to Worksafe within 48hrs of the verbal notification.

2.1.5.2 Where an individual agency has notified Worksafe of a serious incident the agency is required to notify the Incident Controller as soon as practicable.

3 Investigation of Serious Incidents

3.1 Where practicable the incident site is required to be left undisturbed to enable an effective investigation.

3.2 The Incident Controller should ensure preliminary investigations are initiated as appropriate to support immediate corrective actions and limit the possibility of further incidents.

3.3 The Safety Officer may be required to assist the Incident Controller with the initial investigation by:

- Isolating and securing the site(s)
- Identifying and collecting facts and initial witness statements
- Reporting via relevant agencies chain of command
- Reviewing control measures for future safety messages
- Providing documentation to agency appointed investigators
- Liaising with the Medical Services Unit Leader / Logistics Officer, Health Commander regarding the adequacy of medical treatment and ongoing welfare of the affected persons, including psychological first aid
- Liaising with the OHS Executive Advisor
- Ensuring that immediate pertinent information is communicated via relevant channels
- Ensuring identified corrective actions are including in Incident Action Plans and Incident Shift Plans.

3.4 Agencies are required to conduct formal investigations as per agency procedures and requirements under the *Occupational Health & Safety Act (Vic) 2004* including the engagement of the relevant Health and Safety Representative.

- 3.5 The EMC and Chief Officers will determine which serious OHS incidents are to be investigated jointly.
- 3.5.3 Where a joint investigation is determined to be required, the EMC and Chief Officers will determine the structure and scope of any joint investigation,
- 3.6 Outcomes of investigation reports should be made available to relevant personnel including those in appropriate continuous improvement processes.

SAFETY

Emergency Personnel need to ensure that the protection and preservation of life is maintained at all times.

In the application of this JSOP the following safety considerations apply:

- All personnel are responsible for the safety of themselves and others and to ensure reporting of all OHS incidents and near misses

REFERENCE

Related Documents	JSOP J03.16 Significant Event Notification JSOP J03.04 Incident Safety Management functions <i>Occupational Health & Safety Act (Vic) 2004</i>
Environment	Nil

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REVIEW	
Date Issue	9 September 2019
Date Effective	9 October 2019
Date to be Reviewed	September 2022
Date to Cease	N/A

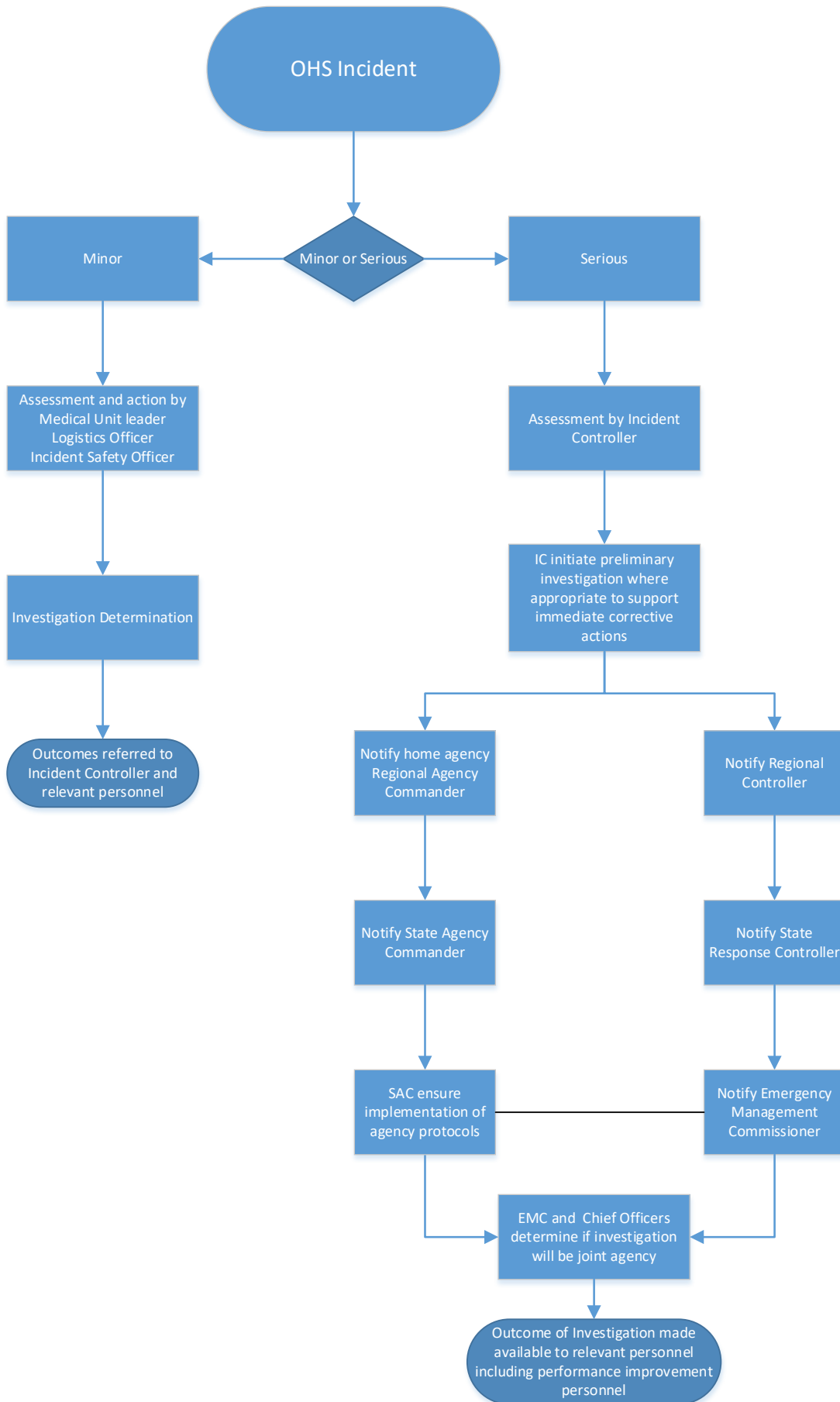
AUTHORITY

The Emergency Management Commissioner has issued this SOP under section 50 of the Emergency Management Act 2013.

Approved	Signature	Date
Andrew Crisp Emergency Management Commissioner		
Endorsed	Signature	Date
Steve Warrington Chief Officer, CFA		
Chris Hardman Chief Fire Officer, DELWP		
Greg Leach Chief Officer, MFB		
Tim Wiebusch Chief Operations Officer, VICSES		

Schedule 1

OH&S Investigation Flowchart



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Schedule 2

Notifiable Incident as per the *Occupational Health & Safety Act (Vic) 2004*

The *Occupational Health & Safety Act (Vic) 2004* requires notification for the following types of OH&S incidents:

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- The death or serious injury of any person; or
- A person requiring medical treatment within 48 hours of exposure to a substance; or
- A person requiring immediate treatment as an in-patient in a hospital; or
- A person requiring immediate medical treatment for:
 - The amputation of any part of his or her body; or
 - A serious head injury; or
 - A serious eye injury; or
 - The separation of his or her skin from underlying tissue (such as de-gloving or scalping); or
 - Electric shock; or
 - A spinal injury; or
 - The loss of a bodily function; or
 - Serious lacerations; or
 - Bone fracture.

Note: Medical treatment does not mean treatment by first aiders or ambulance services. It does not include procedures carried out for diagnostic purposes.

Notification also includes such dangerous occurrences as:

- The collapse, overturning, failure or malfunction of, or damage to, any item of plant
- The collapse or failure of an excavation or of any shoring supporting an excavation; or
- The collapse or partial collapse of any part of a building or structure; or
- An implosion, explosion or fire; or
- The escape, spillage or leakage of any substance including dangerous goods as defined in the Dangerous Goods Act (2010)
- The fall or release from height of any plant, substance or object.