



Incident, Injury, Hazard and Near Miss Reporting and Recording Procedures

Purpose	The purpose of these procedures is to outline the requirements for the reporting of health and safety incidents that occur at Brisbane Boys' College or as a result of BBC approved activities (both on and offsite), including the requirements for statutory reporting with respect to the occurrence of notifiable incidents to Work Health and Safety Queensland.
Scope	These Procedures apply to all workers and other persons at Brisbane Boys' College, including students, contractors, visitors and volunteers at BBC, or as a result of BBC approved activities (both on and offsite).
References	<ul style="list-style-type: none"> • Work Health and Safety Act 2011 (Qld) • Work Health and Safety Regulations 2011 (Qld) • Electrical Safety Act 2002 • Electrical Safety Regulation 2013 • BBC Work Health and Safety Policy • PMSA Code of Conduct
Review Cycle	Brisbane Boys' College adopts a cyclic review process for policies and procedures taking into account new legislation, changes to the College's operations and practices and other relevant considerations.
Policy Owner	Headmaster

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1.0 Policy Statement

Brisbane Boys' College is very committed to providing and maintaining a safe workplace and caring for the wellbeing of all employees, students, volunteers, contractors and visitors to the College by endeavouring to eliminate workplace injuries and illnesses. We strongly believe work health and safety to be both an individual and shared responsibility and it is our expectation that everyone within the College community will work together to foster a cooperative approach and commitment towards health and safety.

These procedures aim to ensure the:

- Prevention of injury/illness and/or reoccurrence of a similar incident
- Provision of prompt first aid where an injury has occurred
- Agreed preventative and corrective actions identified are implemented, monitored and reviewed for effectiveness
- Reporting of data in a consistent manner
- Involvement of appropriate personnel

2.0 Online Injury, Illness, Incident and Hazard Reporting

Brisbane Boys' College uses Complispace Assurance to record incidents, injuries and hazards. The Assurance system is an electronic, web based program designed to standardised reporting procedures within Brisbane Boys' College in order to comply with legal requirements, and to provide statistical information which is used in future hazard control and accident prevention programs.

Incident reports must be submitted online, via CompliSpace Assurance, by the person who is injured or ill or who identified the hazard or was involved in the incident or by another person who is aware of an incident that has occurred. This also applies to any dangerous events (as defined by WHSQ) that occur regardless of any injury or illness.

Completed reports are submitted electronically to the relevant Head of School/Department, Headmaster, Health and Safety, Risk and Compliance Manager or other delegated staff for their information and for their action in implementing controls to minimise recurrence.

3.0 Procedures

To comply with legislative requirements and to proactively interrogate incident and illness data to reduce the instances of harm, Brisbane Boys' College is committed to:

- prompt reporting of all incidents involving staff, students, contractors, volunteers and visitors, and investigate them where required
- recording and reporting of incidents in accordance with the *Work Health and Safety Act 2011*
- prompt action by managers and supervisors to initiate action to prevent recurrence; and
- monitoring and reviewing incident statistics by the BBC Executive.

3.1 Reporting and Recording Incidents

All workplace incidents, injuries, illnesses and near misses must be recorded within **24 hours** of occurring; however notifiable incidents must be reported immediately after becoming aware of the notifiable incident. These records are kept on CompliSpace Assurance.

3.1.1 Reporting all incidents, injuries and near misses

- All workplace incidents resulting in injury, illness, dangerous incident or near miss and all hazards must be reported as soon as possible.
- Log the incident/near miss into CompliSpace Assurance. If you require assistance, contact the Health and Safety Representative (if available) or the Health and Safety, Risk and Compliance Manager.
- In the event of a Notifiable Incident– refer to 3.1.3.
- If the incident results in a death, call 000 and then follow the process outlined in 3.1.3.

3.1.2 Notifiable Incidents

Brisbane Boys' College must notify Workplace Health and Safety Queensland (WHSQ) immediately by the fastest available method after becoming aware of the occurrence of the following:

- a) the death of a person; or
- b) a serious injury or illness; or
- c) a dangerous incident; or
- d) a serious electrical incident; or
- e) a dangerous electrical incident.

A record must be kept of notifiable incidents for at least five years from the date the notice is given to WHSQ.

3.1.3 How to notify a Notifiable Incident

In the first instance call 000, and then follow internal emergency notification procedures.

- During business hours, contact the BBC Health and Safety Risk Manager to arrange notification to WHSQ.
- After hours, notify Tru-Guard Security on 0419 786 630 (unless the incident relates to the BBC Boarding House, in which case contact the Master on Duty). Security will advise the BBC Facilities Manager who will then notify the Headmaster. The BBC Health and Safety Risk Manager must also be advised as soon as possible and will contact WHSQ.
- The scene of a NOTIFIABLE INCIDENT must not be interfered with except to save life, relieve suffering or prevent further injury to persons, or permission is given by a police officer or by a WHSQ inspector.
- In the event of a death, the attending Emergency personnel (paramedics or police) will contact WHSQ.

The following Information must be collected before calling the BBC Health and Safety Risk Manager who will advise WHSQ:

- What type of event it is (serious injury, death, serious illness etc.)
- Date, time and address of incident
- Description of incident
- Description of injury/illness
- Location of injury; and
- Where the injured person has been taken for treatment.

Notification must be by the most efficient means possible, usually by phone. A WHSQ incident notification form (approved form) will be completed with the injured person's particulars and submitted as soon as possible.

3.1.4 Reporting other incidents

Property loss, damage (including vehicle damage), theft or other criminal matters must be reported by completing an online Incident Report Form through Complispace Assurance. Completed reports are submitted electronically to the Headmaster, Head of Corporate Services and the BBC Facilities Manager.

3.1.5. Reporting Hazards

If you observe physical hazards, risks or hazardous activities:

- Correct immediately if you have the capacity and authority and it is safe to do so
- For hazards relating to building maintenance or grounds, staff should complete a Maintenance Request in the UpKeep the maintenance request system which can be accessed via Highlands.
- All hazards should also be entered into CompliSpace Assurance

4.0 Roles and Responsibilities

4.1. Supervising teachers are responsible for:

In the event of an injury to a student, the supervising teacher is responsible for:

- the injured student
- advising the relevant people as soon as practicable following the injury occurring
- completing the online Incident Report within 24 hours of the incident occurring

4.2. Heads of School/Department, Managers and Supervisors are responsible for:

- communicating to all employees, under their supervision, the requirement to report hazards and incidents onto CompliSpace Assurance.
- ensuring that incidents which occur in their area of responsibility are reported, and that action is taken to prevent recurrence.
- providing instruction to employees to enable the effective use of the CompliSpace Assurance system to report hazards and incidents
- manage all workplace hazards and incidents by assessing risks associated with all reported hazards and incidents and implementing appropriate controls to address these and prevent a re-occurrence
- initiating an incident investigation using the CompliSpace Assurance system as required
- complying with the requirements for reporting notifiable incidents to WHSQ Qld; and
- disseminating incident investigation findings and preventative control measures to employees.

4.3. Employees are responsible for:

- reporting all workplace hazards, incidents and near misses within 24 hours via CompliSpace Assurance
- cooperating with incident investigations
- implementing risk controls and reporting back on the suitability of these in reducing risk
- following safe work procedures and instructions.

4.4. Students and others are responsible for:

- reporting hazards, injuries or incidents, including near misses to a staff member or in the case of contractors, volunteers or visitors to their site contact and entering the incident or hazard in CompliSpace Assurance
- co-operating with incident investigations
- following safe work procedures and instructions

5.0 Definitions

'CompliSpace Assurance' is a complete enterprise risk management solution that incorporates incident reporting, risk registers, policies and compliance.

'Dangerous electrical event' includes:

- when a person, for any reason, is electrically unsafe around high voltage electrical equipment, even if the person doesn't receive an electric shock or injury
- significant property damage caused by electricity or something originating from electricity e.g. electrical fire
- unlicensed electrical work
- unsafe electrical work; or
- unsafe electrical equipment or electrical equipment that does not have Electrical Equipment Safety System (EESS) approval markings.

'Dangerous Incident' is an 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 an 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 (not static electricity);
- the fall or release from a height of any plant, substance or thing
- the collapse, overturning, failure or malfunction of, or damage to, any plant that is required to be authorised for use in accordance with the regulations
- the collapse or partial collapse of a structure
- the collapse or failure of an excavation or of any shoring supporting an excavation
- the inrush of water, mud or gas in workings, in an underground excavation or tunnel; or
- the interruption of the main system of ventilation in an underground excavation or tunnel.

'Hazard' is a source or a situation with a potential for personal injury or ill-health, damage to property, damage to the environment, or a combination of these.

'Incident' is any event resulting in, or having a potential for injury, ill health, damage or other loss.

'Injury' is any physical or psychological damage caused by exposure to a hazard.

'Near Miss' is any unplanned incident that occurred at the workplace which, although not resulting in any injury or disease, had the potential to do so.

'Notifiable incidents' are those that arise out of the conduct of a business or undertaking; and results in the death, serious injury or serious illness of a person, or involves a dangerous incident and therefore needs to be reported to Workplace Health and Safety Queensland (WHSQ). These include:

- Dangerous electrical events
- Dangerous incident
- Serious injury or illness of a person

'Serious electrical incident' is where a person:

- is killed by electricity
- receives a shock or injury from electricity, and is treated for the shock or injury by or under the supervision of a doctor; or
- receives a shock or injury from electricity at high voltage (voltage above 1000 V AC or 1500 V ripple-free DC), whether or not the person is treated for the shock or injury by or under the supervision of a doctor.

'Serious injury or illness': The *Work Health and Safety Act 2011* sets out that a serious injury or illness of a person is:

- **immediate treatment as an in-patient** in a hospital (for any duration – it does not include out-patient treatment provided by the emergency section of a hospital and immediate discharge or subsequent corrective surgery)
- immediate treatment for:
 - the **amputation** of any part of his or her body
 - a **serious head injury** – relates to an injury to the skull, such as a fractured skull, loss of consciousness, blood clot or bleeding in the brain, damage to the skull to the extent that it is likely to affect organ/face function.
 - a **serious eye injury** – the injury that results in or is likely to result in the loss of the eye or total or partial loss of vision. Includes an object penetrating the eye or exposure of the eye to a substance which poses a risk of serious eye damage, It does not include exposure to a substance that merely causes eye irritation.
 - a **serious burn** – a burn that requires intensive care or critical care which could require a compression garment or skin graft. It does not include a burn that merely requires washing the wound, ice pack and applying a dressing.
 - the separation of his or her skin from an underlying tissue (such as de-gloving or scalping)
 - a **spinal injury** – an injury to the cervical, thoracic, lumbar or sacral vertebrae, including the discs and spinal cord.
 - **the loss of a bodily function**, loss of consciousness, loss of movement of a limb or loss of the sense of smell, taste, hearing or loss of function of an internal organ. It does not include mere fainting or a sprain, strain or fracture.

- **serious lacerations** – is a serious laceration that causes muscle, tendon, nerve or blood vessel damage or permanent impairment. It includes deep or extensive cuts and tears of wounds to the flesh or tissues (this includes stitching) or
- medical **treatment** (treatment by a doctor) within 48 hours of exposure to a substance
- any infection to which the carrying out of work is a significant contributing factor, including any infection that is reliably attributable to carrying out work:
 - with micro-organisms; or
 - that involves providing treatment or care to a person; or
 - that involves contact with human blood or body substances; or
 - that involves handling or contact with animals, animal hides, skins, wool or hair, animal carcasses or animal waste products.
- the following occupational zoonoses contracted in the course of work involving the handling or contact with animals, animal hides, skins, wool or hair, animal carcasses or animal waste products:
 - Q fever
 - Anthrax
 - Leptospirosis
 - Brucellosis
 - Hendra virus
 - Avian influenza
 - Psittacosis

'Worker' means employees, students, contractors or subcontractors and their employees, employees of a labour hire company who has been assigned to work at BBC, outworkers, apprentice or trainee, work experience student or volunteer. It also includes any person who visits the College and is not classified as a Worker of Brisbane Boys' College. Visitors to BBC may include, but are not limited to, parents and other community members, conference and function attendees, commercial clients, students and staff from other schools and tenants.

6.0 Review and version control register

Version	Authorising Officer	Approval Date	Effective Date	Change History/Superseded Documents	Next Review Date
1	Deputy Headmaster – endorsed by BBC Executive	01/09/2016	01/09/2016	New policy	August 2018
2	Deputy Headmaster – College Operations & Special Projects P-12	06/08/2018	06/08/2018	Scheduled review- no changes	August 2020
3	Deputy Headmaster – College Operations & Special Projects P-12	14/10/2020	14/10/2020	Scheduled review- Page 4 - Changed Business Manager to Head of Business Operations	January 2023

				Page 4 Changed 'M1' to UpKeep.	
4	Director of Corporate Services	24/10/2022	24/10/2022	Changes to reflect introduction of CompliSpace Assurance – all references to 'RiskAlert' replaced with 'CompliSpace Assurance'	October 2025