

JOINT SOP	
Title	Occupational Health & Safety (OHS) Hazard, Incident and Investigation reporting - Major Emergencies
Purpose	The purpose of this procedure is to provide guidance to all personnel working at a Major Emergency on the OHS Hazard, Incident and near miss reporting and investigation requirements.
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 requirements to be followed when managing OHS hazards and incidents. It outlines the responsibilities and processes for reporting, recording, investigating, and evaluating OHS Incidents</p>
Applicable Agencies	<p>This procedure applies to the following agency personnel;</p> <ul style="list-style-type: none"> • CFA • DELWP (FFMVic) • EMV • FRV • VICSES
Content	<p>The procedural contents of this SOP are:</p> <ul style="list-style-type: none"> • Step 1: Hazard and Incident Reporting • Step 2: OHS Incidents • Step 3: Incident Management & investigation • Schedule 1: OHS Incident recording, reporting and notification flowchart • Schedule 2: WorkSafe Notifiable Incidents
Responsibilities	<p>Incident Controller</p> <ul style="list-style-type: none"> • Ensure hazards and incidents are reported • Ensure OHS Incident investigations are initiated • Hazard and OHS incident controls are implemented and monitored. • the privacy and confidentiality of personal and health information of any ill or injured person is maintained. • relevant parties are notified as per section 2 of this document • Relevant Safety resources are activated to support the incident

	<p>State OHS Executive Advisor</p> <ul style="list-style-type: none"> • Make recommendations to the Emergency Management Commissioner, State Response Controller and relevant State Controller, if activated, on OHS incidents to be investigated <p>State Agency Commander (SAC)</p> <ul style="list-style-type: none"> • Implement relevant agency OHS incident protocols <p>Incident Safety Officer</p> <ul style="list-style-type: none"> • ensure all relevant incidents from the shift have been recorded • Ensure blank OHS incident cards are made available • Support the Incident controller with reports, investigations and controls <p>Emergency management personnel including contractors</p> <ul style="list-style-type: none"> • Report identified hazards, incidents, injuries and illness • Participate in investigations as required • Cooperate in the development of corrective/ preventative actions to eliminate or reduce exposure to the hazard.
<p>Definitions</p>	<p>The following definitions apply to this procedure:</p> <p>OHS incident A physical and or psychological incident that has resulted in or had the potential to (i.e., a near miss) cause person/s to require first aid treatment, medical treatment, hospitalisation, or single/multiple deaths, or damage to property or plant.</p> <p>WorkSafe Notifiable Incident Incidents at a workplace which result in the consequences described in schedule 2 (notifiable incidents) must be reported to WorkSafe.</p> <p>Contractor A person or business that enters into a contractual arrangement to provide equipment and services</p> <p>Home Agency Agency to which the person belongs to, who is subject to the OHS Incident</p>

PROCEDURE

1. Hazard and Incident Reporting

- 1.1. All personnel engaged in responding to the emergency are required to report hazards and incidents to their supervisor within the incident structure as soon as practical and by using the OHS Incident reporting card or where not available, other agreed OHS reporting processes at the emergency. Blank OHS incident report cards are required to be made available to all personnel to record OHS incidents.
- 1.2. In addition to the above, The Incident Controller is required to ensure that all hazards and incidents are recorded in the person's home agency's/employer (contractors) hazard and incident reporting system and using agency reporting processes
- 1.3. All relevant sections of the OHS incident report card are required to be completed and forwarded to the Incident Controller or Logistics Officer. The Incident Safety Officer may also support this process (where appointed).
- 1.4. Any actions, recommendations and controls implemented or not, are required to be entered into the hazard and incident report.
- 1.5. Note, there may be further reporting requirements for Aviation incidents, contact the State Air desk and refer to IAOP AM 1.01 Accident and Incident Response Procedures for more information.

2. OHS incidents

2.1. Reducing the risk and seek treatment

- 2.1.1. Where an OHS incident occurs, all personnel are to ensure:
- 2.1.2. If there is an immediate risk of further injury or illness, take reasonable action to reduce the risk
- 2.1.3. Seek appropriate treatment for any injuries and/or illnesses. This may include treatment by a qualified First Aider, or where outside the scope of first aid, appropriate medical treatment. First Aid/medical treatment should be provided as be the Incident Medical Plan where applicable.

2.2. OHS Incident notification

- 2.2.1. OHS Incidents require notification through the supervisor within the incident structure / as soon as practical and to the Incident Controller who will then determine any further required notifications as listed below:

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

2.2.2. Notification of Line of Control

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

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- The Incident Controller will determine if the State OHS Executive Advisor is advised of OHS Incidents.

2.2.3 Home agency Chain of Command notification

- The Incident Controller is required to notify the relevant agency commander/supervisor of the OHS Incidents on an as needs basis. The agency commander will follow own agency/organisation procedures with regard to further agency notifications as required.
- The SAC will ensure WorkSafe notification occurs as per agency procedures

2.2.3. Contractors

- The Incident Controller is required to notify the contractor employer of the incident. It is the contractor and other agencies

2.2.4. WorkSafe Notification

- The SAC/employer of the agency/organisation involved in WorkSafe notifiable incident must notify WorkSafe immediately after becoming aware a notifiable incident has occurred during a major emergency. A notifiable incident is something which results in the consequences described in Schedule 2 – Notifiable Incidents, in this document.
- Written confirmation on the approved WorkSafe form must be provided to WorkSafe within 48hrs of the incident by the SAC or agency representative.
- Where a SAC and individual agency has notified WorkSafe of a notifiable incident during a major emergency, the agency is required to notify the Incident Controller, State Response Controller and the State OHS Executive Advisor as soon as practicable
- If a member of the public is involved in a WorkSafe notifiable incident, the Incident Controller must notify WorkSafe

3. Incident Management and Investigation

3.1. The Incident Controller will determine the appropriate level of OHS incident management (investigations, actions and controls) in consultation with one or more of the following:

- Incident Safety Officer
- Supervisor/Crew leader
- Relevant personal (emergency and or contractors)
- State OHS Executive Advisor
- Relevant Agency representative (RAC, SAC or OHS)
- State response controller
- Emergency Management Commissioner

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

3.3. Aviation investigations need to be in consultation with the State Air desk and in line with IAOP AM 1.02 Aviation Related Occurrence Investigation Procedures.

- 3.4. The Incident controller in consultation, as per 3.1, determine if the level of investigation which may one or more of the following:
- Local (using the IMT resources – Safety Officers)
 - Agency led
 - Joint
 - WorkSafe (WorkSafe will determine if this is required)
- 3.5. Agencies that are required to conduct investigations should do so as per their agency procedures and the requirements under the Occupational Health & Safety Act 2004 (Vic)
- 3.6. The Emergency Management Commissioner and Chief Officers will determine if an OHS incident is to be investigated jointly. Where a joint investigation is determined to be required, the Emergency Management Commissioner and Chief Officers will determine the structure and scope of any joint investigation.
- 3.7. In the event of a WorkSafe notifiable incident, the incident site must not be disturbed unless there is a requirement to protect the health & safety of a person, render assistance to an injured person, or to take essential safety action to make the site safe or to prevent a further occurrence of an incident
- 3.8. WorkSafe notifiable incident sites will require confirmation of release from WorkSafe Outcomes of investigation reports should be made available to relevant agencies OHS personnel including, the State OHS Executive Advisor and those in appropriate continuous improvement processes
- Note: The Incident Controller or delegate should ensure that actions and controls are implemented and monitored. This information should be provided to the relevant agencies OHS team to close the incident report loop.*
- 3.9. The Incident Safety Officer may be required to assist the Incident Controller with the investigation by:
- 3.9.1. Preserving the incident scene by isolating and securing the site(s)
 - 3.9.2. Identifying and collecting facts and initial witness statements
 - 3.9.3. Assisting with and reviewing control measures
 - 3.9.4. Providing documentation to investigators
 - 3.9.5. Liaising with the Medical Services Unit Leader / Logistics Officer, Health Commander regarding the adequacy of medical treatment and welfare of the affected persons, including psychological first aid
 - 3.9.6. Liaising with the State OHS Executive Advisor
 - 3.9.7. The Incident Safety Officer may elect to seek further advise from an OHS specialist
 - 3.9.8. Where required the safety officer will ensure identified corrective actions are included in Incident Action Plans and Incident Shift Plans

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	<p>JSOP J03.16 Significant Event Notification</p> <p>JSOP J03.04 Incident Safety Management functions</p> <p><i>Occupational Health & Safety Act (Vic) 2004</i></p> <p>WorkSafe Guide to Incident Notification 3rd Edition 2008</p> <p>EMV – Victorian Emergency Operations Handbook Edition 4 2021</p>
Environment	Nil

REVIEW

Date Issue	27 September 2022
Date Effective	27 October 2022
Date to be Reviewed	October 2025
Date to Cease	

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
Jason Heffernan Chief Officer, CFA		
Chris Hardman Chief Fire Officer, DELWP		
Ken Block Commissioner, FRV		
Tim Wiebusch Chief Operations Officer, VICSES		

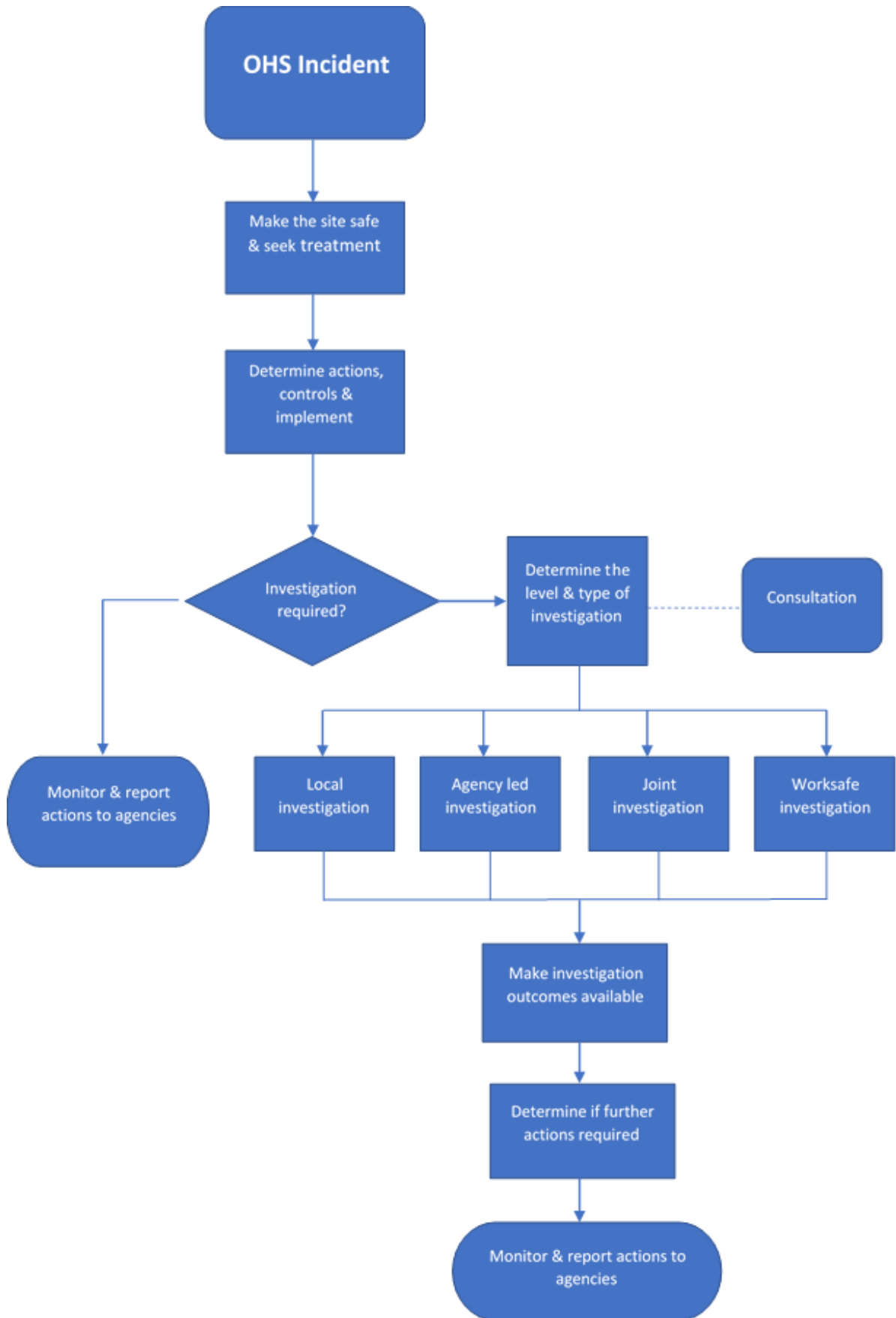
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Schedule 1

OHS Investigation Flowchart

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Schedule 2

WorkSafe Notifiable Incident Guide

The *Occupational Health & Safety Act (Vic) 2004* requires notification to WorkSafe for the following

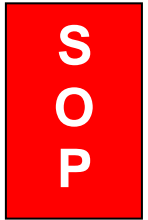
You must report incidents resulting in

- The death a person
- A person requiring medical treatment within 48 hours of being exposed to a substance
- A person needing immediate treatment as an in-patient in a hospital
- A person needing immediate medical treatment for one of the following injuries:
 - amputation
 - serious head injury; or
 - serious eye injury
 - removal of skin example: de-gloving or scalping
 - electric shock
 - spinal injury
 - loss of a bodily function
- 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 or midwifery profession (doctor, nurse, midwife etc.)

You must also report the following incidents if they expose a person to a serious risk to their health or safety emanating from an immediate or imminent exposure to

- an uncontrolled escape, spillage or leakage of any substance, including dangerous goods within the meaning of the Dangerous Goods Act 1985, or
- an implosion, explosion or fire, or
- electric shock, or
- the fall or release from a height of any plant, substance or thing, or
- the collapse, overturning, failure or malfunction of, or damage to, any plant, including plant in relation to a mine, that is prescribed by the Occupational Health and Safety Regulations 2017 (OHS Regulations), or the design of which must be registered in accordance with the OHS Regulations, or
- the collapse or partial collapse of a building or structure, or
- the collapse or failure of an excavation or mine or of any shoring supporting an excavation or mine, or
- the inrush of water, mud or gas in workings in a mine, underground excavation or tunnel, or



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- the interruption of the main system of ventilation in a mine, underground excavation or tunnel.

Dangerous goods incidents

Under the Dangerous Goods Act 1985 all accidents involving dangerous goods must be reported to the nearest fire authority or police station, including:

- fire
- explosion
- spills
- leakage
- escape

This does not apply to prescribed dangerous goods or prescribed quantities of dangerous goods.

Explosive incidents

Under the Dangerous Goods (Explosives) Interim Regulations 2021 the following must be reported:

- incidents relating to explosives involved in explosions, fire or other incidents causing:
 - injury to any person or immediate risk to their health or safety
 - property damage
- theft or loss of explosives, break in or attempted break in

Still unsure if you need to report an incident - call WorkSafe on 13 23 60.