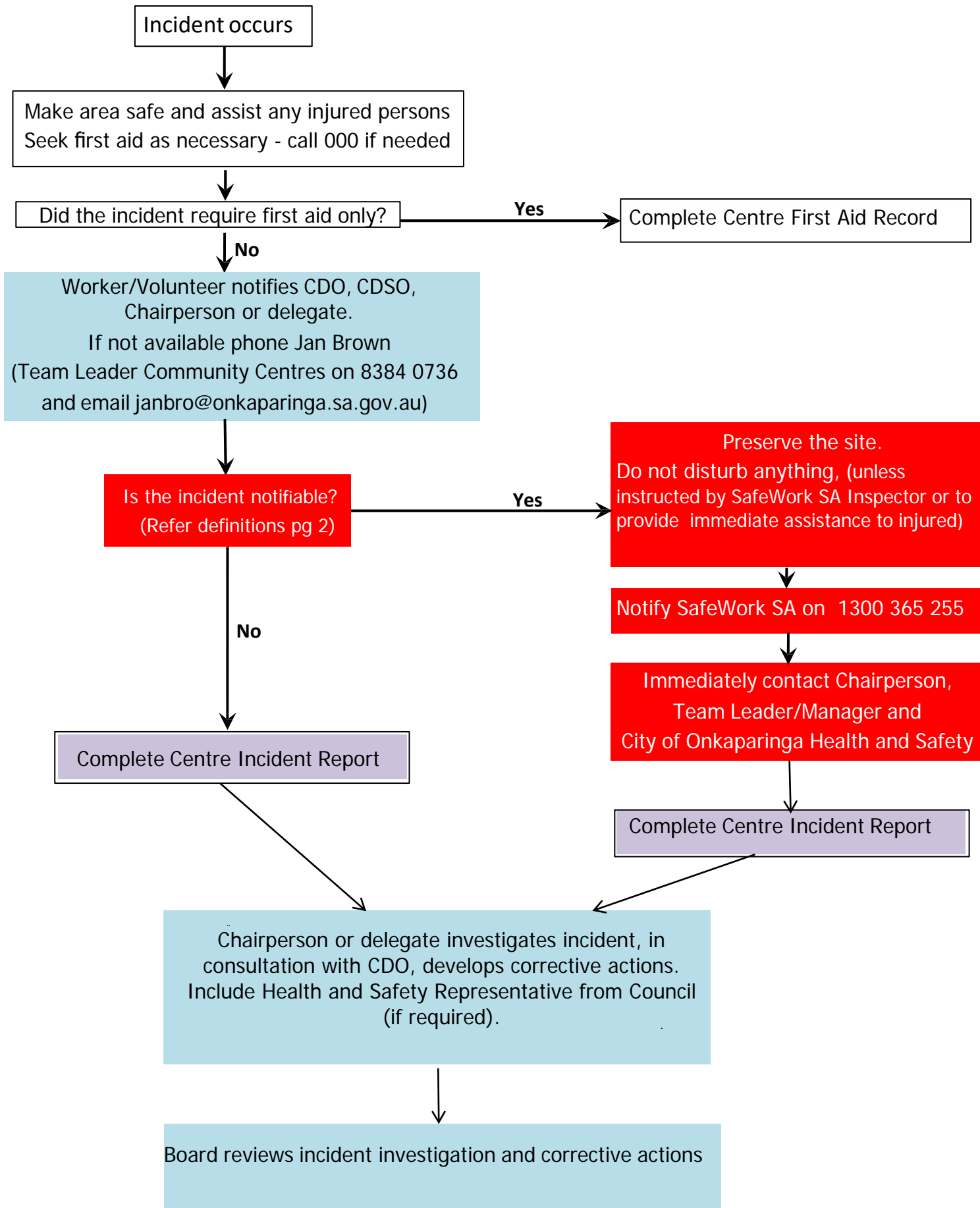


Centre Incident Reporting Flowchart

(Use this form if Council staff were **not** injured, they did **not** provide First Aid and the building was **not** a contributing factor)



Last Review: Oct 2017
Next Review: 2 Year

NOTIFIABLE INCIDENTS

The Community Centre must notify SafeWork SA of fatalities, serious injuries and illnesses, and dangerous incidents that arise out of the conduct of our work, as soon as we become aware of the incident occurring. If **any** incident includes **any** of the circumstances listed below, contact Team Leader or Manager **immediately**, to help you through the process.

WHAT IS A SERIOUS INJURY OR ILLNESS?

A serious injury or illness includes:

- an injury or illness that requires immediate treatment as an 'in-patient in hospital' (an 'in-patient in hospital' is a person who has been admitted to hospital and requires at least one overnight stay)
- amputation
- serious head, eye or burn injury
- degloving or scalping
- spinal injury
- loss of bodily function
- serious laceration
- exposure to a substance, which requires medical treatment within 48 hours.

WHAT IS A DANGEROUS INCIDENT?

A dangerous incident exposes someone to a serious risk to their health or safety, such as:

- the uncontrolled escape, spillage or leakage of a substance
- the uncontrolled implosion, explosion or fire
- the uncontrolled escape of gas, steam or of a pressurised substance
- electric shock
- falls from height of any plant, substance or the like
- the collapse, overturning, failure or malfunction of, or damage to any plant (that requires authorisation in accordance with the *Work Health and Safety Regulations 2012*)
- the collapse or partial collapse of a structure
- the collapse or failure of an excavation or of any shoring supporting an excavation
- an inrush of water, mud or gas in workings, in an underground excavation or tunnel
- the interruption of the main system of ventilation in an underground excavation or tunnel.

Council Contact Numbers

<i>Jan Brown Team Leader Community Centres</i> 0406 663 118	<i>Andrew Ewbank Team Leader WHS</i> 8301 7351 or 0458 414158
<i>Jason Wotton WHS Advisor</i> 8384 0779 or 0410 450 746	

Centre Contact Numbers

<i>CDO</i>	<i>CDSO</i>
<i>Chairperson</i>	<i>Delegate</i>