

Who is to complete this form?

For incidents under the WHS Regulation at a workplace, other than a construction workplace, the employer or self-employed person is responsible for completing this form, keeping a copy for their records and lodging the form if it is to notify of a serious bodily injury, work caused incident or dangerous event.

For incidents under the WHS Regulation at a construction workplace, the principal contractor is required to complete, keep and where required, lodge this form.

For incidents under the ES Regulation, the employer or self-employed person is required to complete the form, keep a copy for their records and to lodge the form.

When is this form to be lodged?

For all incidents, this form must be lodged within 24 hours of the relevant employer, self-employed person or principal contractor becoming aware of the incident.

In the case of death, as well as lodging the approved form within 24 hours, the relevant employer, self-employed person or principal contractor must notify by the quickest possible means after he or she becomes aware of the death. The incident notification form can be used for this purpose.

A work injury is

- a. an injury to a person that requires first aid or medical treatment if the injury was caused by work, a workplace, a workplace activity or a specified high risk plant; or
- b. the recurrence, aggravation, acceleration, exacerbation or deterioration of any existing injury in a person if -
 - first aid or medical treatment is required for the injury; and
 - work, a workplace, workplace activity or specified high risk plant caused the recurrence, aggravation, acceleration, exacerbation or deterioration; or
- c. any serious bodily injury, if the injury was caused by work, a workplace, a workplace activity or specified high risk plant.

A serious bodily injury is

an injury to a person that causes –

- a. the injured person's death; or
- b. the loss of a distinct part of an organ of the injured person's body; or
- c. the injured person to be absent from the person's voluntary or paid employment for more than 4 days.¹

¹The reference to 4 days in this definition refers to 4 normal working days.

A work caused illness is

- a. an illness contracted by a person to which work, workplace, a workplace activity or specified high risk plant was a significant contributing factor; or
- b. the recurrence, aggravation acceleration, exacerbation or deterioration in a person of an existing illness if a work, workplace, a workplace activity or specified high risk plant was a significant contributing factor.

A dangerous event is

an event caused by specified high risk plant, or an event at a workplace caused by a workplace activity if the event involves or could have involved exposure of persons to risk to their health and safety because of –

- a. collapse, overturning, failure or malfunction of, or damage to an item of specified high risk plant
- b. collapse or failure of an excavation or of any shoring supporting an excavation; or
- c. collapse or partial collapse of any part of a building or other structure; or
- d. damage to any load bearing member of, or failure of any brake, steering device or other control device of a crane, hoist, conveyor, lift or escalator; or
- e. implosion, explosion or fire; or
- f. escape, spillage or leakage of any hazardous materials or dangerous goods; or
- g. fall or release from a height of any plant, substance or object; or
- h. damage to a boiler, pressure vessel or refrigeration plant; or
- i. uncontrolled explosion, fire or escape of gas or steam.

A serious electrical incident is

an incident involving electrical equipment where –

- a. a person is killed by electricity; or
- b. a person receives a shock or injury from electricity, and is treated for the shock or injury by or under the supervision of a doctor; or
- c. a person receives a shock or injury from electricity at high voltage, whether or not the person is treated for the shock or injury by or under the supervision of a doctor.

A dangerous electrical event is

- a. when a person is not, or may not have been electrically safe because of circumstances involving high voltage electrical equipment; or
- b. an event involving electrical equipment and in which significant property damage is caused directly by electricity or originates from electricity; or
- c. the performance of electrical work by a person not authorised under an electrical work licence to perform the work; or
- d. the performance of electrical work resulting in a person or property not being electrically safe; or
- e. the discovery by a licensed electrical worker of electrical equipment that has not been marked as required under the Electrical Safety Act 2002.

Where to lodge this form

For a workplace health and safety incident, the completed form should be returned to QTEK Labour Hire

Fax 07 3207 7477

Post PO Box 3397, Victoria Point West QLD 4165