

## Why should I report an incident?

Recently an incident occurred on campus resulting in an injury and was not reported for 97 days. Health and Safety received notification from the Wellness Team after medical bills were received from the hospital.



### What could happen if incident reporting is ...

#### Not done?

- The hazard that caused the incident may not be identified
- Incorrect assumptions may be made about exposure to hazards and associated risks
- The best possible care for the injured person may not be in place
- Risk assessments may be flawed because they do not include all knowledge for the workplace or activity
- Outcome for the next person may not be so favourable.

#### Not followed up?

- If there is no remedial action, there is still exposure to the hazard
- People stop reporting because they think it is a waste of time when nothing happens

#### Not recorded?

- Loss of operational knowledge
- No opportunity to identify trends or clusters of incidents over time (i.e. lessons learnt can be lost).

### Key Messages

It is important and necessary to report incidents as they occur. Reporting is not about attributing blame, but more about identifying possible issues and putting actions in place so they don't happen again. If an injury has been sustained, first aid treatment should be given from a suitably qualified first aider.

Depending on the risk of the hazard or incident involved, immediate action must be taken to prevent further persons from being injured. This may involve the activation of emergency procedures or other actions to control the immediate risk to persons in the area, e.g. barricading the area, alerting people in the area.

### **It is important to report an incident within 24 hours of its occurrence.**

Report the incident through [CHARM](#) immediately and if the incident is of major or extreme risk, call [Health and Safety immediately](#).

### References

[Department of Mines, Industry Regulation and Safety – Why is reporting important?](#)