

PURPOSE

These guidelines support the Health and Safety Policy and Health and Safety Management Standards at the University and provide guidance on how to classify an injury for reporting purposes.

Supporting documents include:

- [Health and Safety Policy](#)
- [Health and Safety Management Standards](#)
- [Incident Reporting Procedure](#)

The guidance in this document complies with legislative requirements outlined in the Work Health and Safety Act (2020), Regulations (2022) and Australian Standard 1885.1.

DEFINITIONS

Total Recordable Injuries (TRI's) The sum of all lost time and medical treatment injuries for the reporting period

1. Injury Classifications

For injury reporting purposes, Curtin University has five key injury categories:

- First Aid Injury (FAI)
- Medical Treatment Injury (MTI)
- Lost Time Injury (LTI)
- Notifiable Incident (NI) – (fatality, serious injury or illness (SI) or dangerous incident (DI))
- High Potential (HiPo)

1.1. First Aid Injury (FAI)

A First Aid Injury (FAI) is an injury that requires a single first aid treatment and potentially a follow up visit for subsequent observation. Such treatment and observation can be considered first aid even when administered by a registered medical professional.

First aid injury treatments may include:

- Application of antiseptics during a first visit to medical personnel
- Treatment of minor (first degree) burns
- Application of bandages (including elastic bandages) during a first visit to medical personnel; Irrigation of eye injuries and removal of non-embedded objects
- Removal of foreign bodies from a wound using tweezers or other simple first aid technique
- Use of non-prescription medication (schedule 2 or 3 medications), and administration of a single dose of prescription medication on a first visit to medical personnel for minor injury or discomfort
- Soaking, application of hot-cold compresses, and use of elastic bandage on sprains immediately after injury (initial treatment only)

- Application of ointments for abrasions to prevent drying or cracking
- One time administration of oxygen, for example after exposure to toxic atmosphere
- Physical examination, if no condition is identified or medical treatment is not administered
- The conduct of diagnostic procedures such as x-rays and blood tests with a negative diagnosis
- One time dose of prescription medication, for example Tetanus Injection or Pharmaceutical and
- Observations of injury during visits to a registered medical professional, including hospitalisation for less than 48 hours

1.2. Medical Treatment Injury (MTI)

A Medical Treatment Injury (MTI) is as an injury that requires treatment given by a registered medical professional.

Types of treatment includes:

- Use of prescription medication (schedule 4 or 8 'prescription only' medication), except a single dose administered on a first aid basis (see above)
- Therapeutic (physiotherapy or chiropractic) treatment, more than once
- Stitches, sutures (including butterfly adhesive dressing in lieu of sutures)
- Removal of dead tissue or skin (surgical debridement)
- Treatment of infection
- Application of antiseptic during a second or subsequent visit to medical personnel
- Removal of foreign objects embedded in an eye
- Removal of foreign objects embedded in a wound (not small splinters)
- Removal of embedded objects from an eye
- Treatment of deep tissue (second or third degree) burns
- Use of hot or cold soaking therapy or heat therapy during the second or subsequent visit
- to medical personnel
- Positive x-ray diagnosis of injury; and
- Admission to hospital or equivalent medical facility for treatment

1.3. Lost Time Injury (LTI)

A Lost Time Injury (LTI) is a work-related injury or disease that resulted in:

- time lost from work of at least one day or shift
- permanent disability
- a fatality (AS 1885.1)

1.4. Notifiable Incident (NI)

Notifiable incidents are those that require reporting to the Regulator. These may fall under different pieces of legislation. Curtin has compliance officers who complete this reporting requirement for all areas of the University. The Work Health and Safety Act describes notifiable incidents as:

- (a) the death of a person
- (b) a serious injury or illness of a person
- (c) a dangerous incident

1.4.1. Serious Incident or Illness (SI)

Serious Incident or illness means any incident at a Curtin controlled workplace (or an incident related to any Curtin controlled activity) which, in relation to a worker or other person involved in a Curtin approved activity that:

- that requires the person to have immediate treatment as an in-patient in a hospital
- that requires the person to have immediate treatment for
 - the amputation of any part of the person's body
 - a serious head injury
 - a serious eye injury
 - a serious burn
 - the separation of the person's skin from an underlying tissue (such as degloving or scalping)
 - a spinal injury
 - the loss of a bodily function
 - serious lacerations
- that requires the person to have treatment by a medical practitioner within 48 hours of exposure to a substance
- that occurs in a remote location and requires the person to be transferred urgently to a medical facility for treatment
- that, in the opinion of a medical practitioner, is likely to prevent the person from being able to do the person's normal work for at least 10 days after the day on which the injury or illness occurs and includes any other injury or illness prescribed by the regulations but does not include an illness or injury of a prescribed kind.

1.4.2. Dangerous Incident (DI)

A dangerous incident means 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
- the fall or release from a height of any plant, substance or thing

- the collapse, overturning, failure or malfunction of 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
- the interruption of the main system of ventilation in an underground excavation or tunnel
- any other event prescribed by the regulations, but does not include an incident of a prescribed kind

1.5. High Potential (HiPo)

A high potential incident is an incident or set of circumstances that have the potential to result in serious/catastrophic outcomes.

2. Determination Of Work Relatedness

An incident that occurs in any jurisdiction that meets the local Regulator notification criteria. DETERMINATION OF WORK RELATEDNESS. Prior to injury classification it must be determined if it is work related. These determinations are made as per the Workers Compensation legislation.

Examples of non-work related injuries include but are not limited to:

- Injury reported on a personal medical certificate and not a WorkCover certificate of capacity
- Travelling to and from the office at the beginning and end of work day
- Signs and symptoms that surfaced at work but resulted from non-work related event or exposure that occurred outside of the work environment
- Injury whilst working remotely not sustained through activities related to work (e.g. domestic chores)
- Injury occurs when person is present in the work environment as a general member of the public and not an employee
- Injury occurred on company travel whilst not engaging in work activities (e.g. sightseeing)
- Additional items as deemed by insurer at assessment of claim

REFERENCES

Nil

EXEMPTIONS

Nil

RELEVANT DOCUMENTS/LINKS

[Health and Safety Policy](#)

[Health and Safety Management Standards](#)

[Incident Reporting Procedure](#)

[Work Health and Safety Act 2020](#)

[Work health and Safety \(General\) Regulations 2022](#)

[Workers' Compensation and Injury Management Act, 1981](#)

[Workers' Compensation and Injury Management Regulations, 1982](#)

AS 1885.1-1990 Workplace Injury and Disease Recording Standard

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