

## WHAT HAS CHANGED FROM 1 SEPTEMBER 2003?

All work related incidents that involve a worker, where workers compensation is or may be payable, must be reported to the employer's workers compensation insurer within 48 hours. The insurer advises WorkCover of these incidents.

The incident report form is no longer used to notify WorkCover of work related incidents.

For incidents that must be reported to WorkCover within 7 days, you can use the Online Notification Form at [www.workcover.nsw.gov.au](http://www.workcover.nsw.gov.au) or phone **13 10 50**.

## WHAT RECORDS DO I KEEP?

Employers/occupiers must keep records about the incident, about the notification and any acknowledgment received. Refer to clause 343 of the *OHS Regulation 2001* and clause 32 of the *Workers Compensation Regulation 2003*.

### Disclaimer

This brochure will assist you in notifying incidents. There are obligations to notify under the *Workplace Injury Management and Workers Compensation Act 1998* and the *Occupational Health and Safety Act 2000* and the Regulations made under these Acts. To ensure you comply with your legal obligations you must refer to this legislation.

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## MORE INFORMATION

For more detailed information about the new incident notification system, you can read the notification Frequently Asked Questions on the WorkCover web site at [www.workcover.nsw.gov.au](http://www.workcover.nsw.gov.au). Click on FAQs and see OHS responsibilities/Notification of work-related incidents.

Information relating to current legislation can be viewed at [www.legislation.nsw.gov.au](http://www.legislation.nsw.gov.au).

For the WorkCover Assistance Service, phone **13 10 50**.

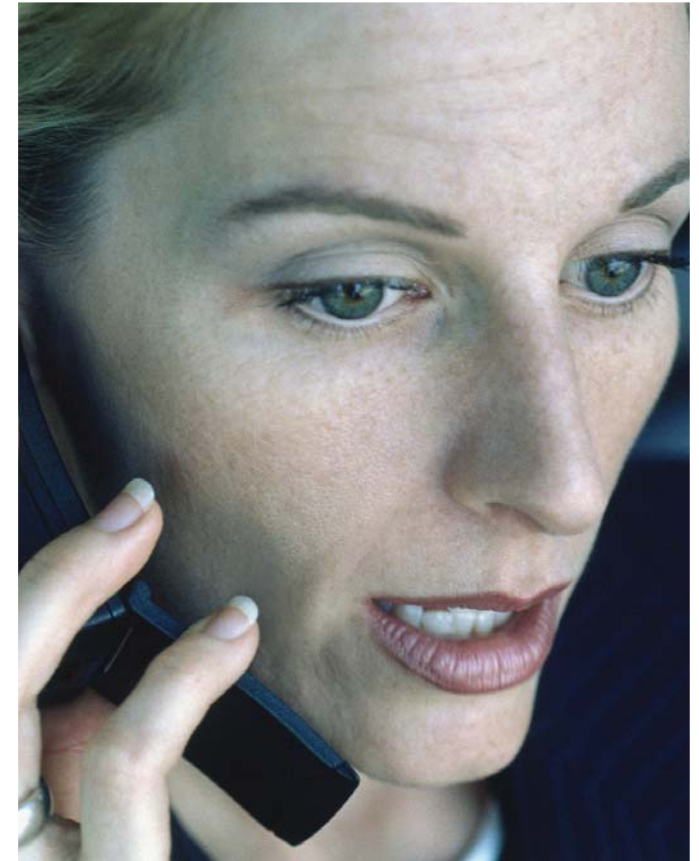
Catalogue No. **1287.1**  
Ordering Hotline **1300 799 003**

**WorkCover NSW**  
92-100 Donnison Street Gosford NSW 2250  
WorkCover Assistance Service **13 10 50**  
Website [www.workcover.nsw.gov.au](http://www.workcover.nsw.gov.au)

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# HOW TO NOTIFY WORK-RELATED INCIDENTS



WorkCover. **Watching out for you.**

# INCIDENTS

Whether you are an employer and/or occupier you are required by law to notify incidents to WorkCover NSW and/or your workers compensation insurer.

An occupier (of premises/workplace) is someone who manages or has responsibility for a workplace or a particular operation at a workplace, even though they may not be the employer.

Depending on the type of incident you may need to notify WorkCover and/or your workers compensation insurer.

## Who do I need to notify immediately?

You will need to notify serious incidents to WorkCover immediately.

## What is a serious incident?

- An incident where there has been a fatality.
- An incident where there has been a serious injury or illness, such as when a person:
  - has a limb amputated
  - is placed on a life support system
  - loses consciousness
  - is trapped in machinery or a confined space
  - has serious burns.
- An incident where there is an immediate threat to life such as major damage to machinery or buildings, or the collapse of an excavation.

These are some examples of a serious incident that are listed under clause 344 of the *OHS Regulation 2001*.

Up to 36 hours after the serious incident has been reported, the immediate area around the incident must not be disturbed, except to assist any injured persons and to avoid further injuries and problems.

# WHAT, WHO & WHEN TO NOTIFY

## INCIDENTS involving injury or illness to WORKERS

### SERIOUS INCIDENTS

involving a fatality or a serious injury or illness.

Refer to clause 344 of the *OHS Regulation 2001*.

Phone WorkCover **IMMEDIATELY** on **13 10 50** as an urgent investigation may be needed.

### PLUS

Notify your workers compensation insurer within **48 hours**.

### OTHER INCIDENTS

involving an injury or illness to a worker, **where workers compensation is payable** or may be payable, eg. time lost, medical expenses.

Refer to sections 42 & 44 of the *Workplace Injury Management & Workers Compensation Act 1998*.

Notify your workers compensation insurer within **48 hours**.

There is no need to notify WorkCover as the insurer advises WorkCover of these incidents.

## INCIDENTS involving injury or illness to NON-WORKERS at your workplace (ie. those not covered by your workers compensation, eg. a visitor, customer, volunteer, student, contractor)

### SERIOUS INCIDENTS

involving a fatality or a serious injury or illness to a non-worker.

Refer to clause 344 of the *OHS Regulation 2001*.

Phone WorkCover **IMMEDIATELY** on **13 10 50** as an urgent investigation may be needed.

### PLUS

Notify WorkCover within 7 days with **full notification details** using the online form at [www.workcover.nsw.gov.au](http://www.workcover.nsw.gov.au) or phone **13 10 50**.

### OTHER INCIDENTS

involving a non-worker where the injury or illness results in the person being unable to perform their normal activities for 7 or more days.

Refer to clause 341 of the *OHS Regulation 2001*.

Notify WorkCover within **7 days** using the online form at [www.workcover.nsw.gov.au](http://www.workcover.nsw.gov.au) or phone **13 10 50**.

## INCIDENTS that present a risk to health and safety at your workplace (ie. incidents where there is no injury or illness to workers or non-workers)

### SERIOUS INCIDENTS

that are immediately life threatening but result in no injury or illness, eg. the collapse of an excavation with no injury.

Refer to clause 344 of the *OHS Regulation 2001*.

Phone WorkCover **IMMEDIATELY** on **13 10 50** as an urgent investigation may be needed.

### PLUS

Notify WorkCover within 7 days with **full notification details** using the online form at [www.workcover.nsw.gov.au](http://www.workcover.nsw.gov.au) or phone **13 10 50**.

### OTHER INCIDENTS

are certain incidents that are not immediately life threatening but result in no injury or illness, eg. exposure to specific substances.

Refer to clause 341 of the *OHS Regulation 2001*.

Notify WorkCover within **7 days** using the online form at [www.workcover.nsw.gov.au](http://www.workcover.nsw.gov.au) or phone **13 10 50**.