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## Incident/Injury Procedure for Notification Worksafe/Insurer

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1. All Injuries requiring Immediate Urgent Medical Attention/Death

Call 000 for medical attention

Do not move items involved unless necessary for health and safety

Notify Office Immediately

The Office will:

Notify persons name on medical notification form immediately

Notify Worksafe **132 360** immediately and within 48 hrs notify Worksafe in writing.

Inform Statewide Doors Supervisor to attend site.

You will:

Wait for Worksafe Inspector. Do not clean up area unless necessary for health and safety. Do not leave site until instructed to do so or if area is unsafe.

SWDS Supervisor will:

Liase with appropriate authority.

Fill in Accident/Injuries Register.

2. All Injuries requiring minor Medical Attention/Near miss

Notify Office Immediately

The Office will:

Notify Worksafe **132 360** within 48 hrs notify Worksafe in writing.

Inform Statewide Doors Supervisor to attend site.

You will:

Wait for Statewide supervisor. Do not leave site until instructed to do so or if area is unsafe.

SWDS Supervisor will:

Will assess the need for Worksafe to attend immediately if accident/near miss was caused by factors requiring immediate attention by Worksafe.

Liase with appropriate authority.

Fill in Accident/Injuries Register.

2. If outside normal hours contact 000 for medical attention/police if necessary.

Police will notify appropriate authority if required.