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Your Safety Matters

This information letter is distributed to those people who are ensuring that their workplace is safe and healthy. This includes members of WHS Committees, WHS Representatives, Safety Officers, Supervisors, Managers and Directors. "Your Safety Matters" (formerly "Committee Member") is a free information letter which has been distributed since 1996.

6 BASIC STEPS FOR INCIDENT RESPONSE

1 Take care of any injured or ill persons, see that they receive any needed First Aid or get them to a hospital or medical centre. Take action to prevent anyone else from being injured eg cordon off area or erect barriers, turn off equipment and/or disconnect power.

2 Notify WorkCover NSW and isolate and secure the area if the incident is one that has to be notified to Workcover NSW — notifiable incidents are deaths, serious injuries/illnesses and dangerous incidents (Sections 35-39 WHS Act 2011). Do not disturb or re-enter the incident site until directed by the WorkCover Inspector that you may. For listing of Regulators in States other than NSW and their phone numbers see below.

3 Notify all other relevant parties: emergency contact of any injured/ill person, relevant people within the organisation, emergency response services where needed (Fire, Police, etc.).

4 Communicate with workers about the actions taken to assist injured/ill workers and to make the workplace safe. Consult with workers about matters that will affect their health and safety. HSRs, H&S Committee Members or the established workplace channels for WHS consultation should be used to aid this process.

5 Conduct an Investigation of the incident. This should be conducted by persons trained to investigate workplace incidents and should not focus on isolating who to blame, but on consulting and identifying control measures that can be put in place to prevent further injuries or illness. Seek legal advice and aid of WHS experts as needed.

6 Implement the control measures identified in the Investigation and review these at appropriate times to ensure they are effective in keeping the workplace safe and healthy.

ACT	WorkSafe ACT	**(02)6707 3000**	SA	SafeWork SA	**1800 777 209**
NSW	WorkCover NSW	**13 10 50**	TAS	Workplace Standards Tasmania	**1300 366 322**
NT	NT WorkSafe	**1800 019 115**	VIC	WorkSafe Victoria	**13 23 60**
QLD	WH&S Queensland	**1300 369 915**	WA	WorkSafe WA	**1800 678 198**

This publication provides general information about WHS. It is not a legal opinion and does not represent a comprehensive statement of the law to be applied to a particular problem.

Brought to you by Courtenell Pty Ltd, Work Health & Safety Training Specialists.
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