Workplaces must report ‘Notifiable Incidents’ to WorkSafe ACT immediately.

- Immediately by the fastest means possible (phone, email, etc.)
- A notice must also be given in writing within 48 hours of the incident
- You can complete a Serious Event Report Form available from www.worksafe.act.gov.au

‘Notifiable Incidents’ include the following:

- The death of a person; or
- A serious injury or illness of a person; or
- A ‘dangerous incident’.

‘Serious injury or illness’ includes any incident requiring:

- Immediate treatment as an in-patient in a hospital
- Immediate treatment for certain serious injuries (refer to section 37 WHS Act 2011 for more information)
- Medical treatment within 48 hours of exposure to a substance.

‘Dangerous Incident’ includes the following:

- Risk to a person’s health or safety caused by incidents such as uncontrolled escape, spillage or leakage of a substance, an uncontrolled implosion, explosion, fire; or uncontrolled escape of gas or steam.
  (Refer to section 37 WHS Act 2011 for more information)

Duty to preserve incident sites:

- At the time of reporting WorkSafe ACT may give directions to preserve the site of the incident until an inspector arrives.

Records of notifiable incidents must be kept for 5 years after the date the notice is given.

Penalties apply for not complying with notification requirements

Give your notice to WorkSafe by

phone: 02 6207 3000      email: worksafe@act.gov.au

Written notice must also be given within 48 hours of the incident