

## Purpose

To outline the investigation, reporting and planning to return to work after a safety incident has occurred.

## References

1. WHS Procedure – Emergency Plan
2. WorkCover QLD – Injury Information Pack (click link)  
[https://rustseeker.com.au/2020/wp-content/uploads/2020/04/Injury-information-pack\\_FINAL.pdf](https://rustseeker.com.au/2020/wp-content/uploads/2020/04/Injury-information-pack_FINAL.pdf)
3. Form – CAA Internal Incident Report Form
4. Form – Incident Notification Form (click link)  
[www.worksafe.qld.gov.au/\\_data/assets/pdf\\_file/0023/14963/incident-notification-form.pdf](http://www.worksafe.qld.gov.au/_data/assets/pdf_file/0023/14963/incident-notification-form.pdf)
5. WorkSafe QLD – Planning A Return-To-Work (click link) <https://www.worksafe.qld.gov.au/rehabilitation-and-return-to-work/getting-back-to-work/planning-a-return-to-work>

## Procedure

### Emergency

In an emergency, refer to WHS procedure – Emergency Plan (ref 1) for immediate action during and immediately following an incident.

### Injury Information Pack

WorkCover Queensland have an Injury Information Pack which provides a step-b-step guide for both employers and workers. This document outlines the steps that need to be taken in the even of a workplace injury. This guide is located on 2020 (ref 2).

### Incident Reporting

If an injury, illness or dangerous incident has occurred in the workplace, report it to your supervisor as soon as practicable. The site where the incident occurred is not to be disturbed until it has been inspected, unless it is necessary to assist an injured person or minimise risk to others.

There are 2 types of incident report forms in the green **Injuries Folder** located in the Operations Manager’s Office.

1. **CAA Internal Incident Report Form** (ref 3)

Incidents that occur that do not need to be reported outside of CAA. Some examples include:

- A nick to a finger which requires a band-aid
- A hammer to the thumb which has minor bruising
- A minor burn from accidentally touching a hot anode

2. **Incident Notification Form** (ref 4)

Incidents that must be reported to Workplace Health and Safety Queensland [whsq.aaa@oir.qld.gov.au](mailto:whsq.aaa@oir.qld.gov.au) .

These incidents must be reported as soon after the incident as possible. Some examples include:

- Death
- Head injury
- Eye injury
- Serious Burn
- Spinal Injury
- Serious laceration

Dangerous incidents that do not result in injury should also be reported to WHSQ. Some examples include:

- An uncontrolled gas leak
- A Magnesium fire
- The fall or release from height of any plant or product.

## Investigating an Incident

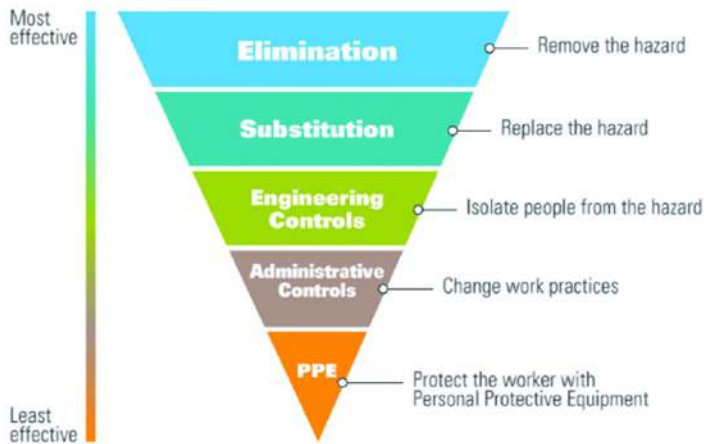
Collect information and establish facts, asking questions such as:

- who was involved
- what happened
- where, why and how did the incident occur

Avoid re-occurrence of the same/similar incidents by isolating contributory factors. What were the underlying causes of the incident?

Then determine how to fix the problem using the Hierarchy of Controls. Then verify that the proposed solution is suitably implemented and communicated to all relevant staff.

## Hierarchy of Controls



## Rehabilitation & Return-To-Work

CAA is dedicated to supporting all personnel by providing suitable treatment to ensure they are restored back to their job role with full health if the unfortunate event of an injury does occur.

A Return-to-Work Plan will be developed in conjunction and consistent with the injured workers needs and will also be consistent with the Medical Examination Certificate supplied by the approved Doctor, while also being developed in consultation with the injured worker and other relevant parties.

The Return-To-Work Plan can include the following:

- Injured person's details and the details of the Return-To-Work Coordinator
- The start and expected finish date of the suitable duties program
- Return to work goals
- Ongoing medical treatment
- The 'stages' of return to work as recommended by the doctor
- Physical and psychological capacity to perform tasks/duties
- Specific work tasks/duties to avoid
- Changes in your workplace that are required to support the injured person
- Date for review of the plan

For more information, click on the WorkSafe QLD link for Planning a Return to Work, [ref 5](#).

END OF DOCUMENT