

Bullet Pointed Summary of Notifiable Incident Policy

- Giant Steps Tasmania fulfills its responsibilities under the Work Health and Safety Act 2012 by notifying WorkSafe Tasmania of any notifiable incident that takes place either at Giant Steps Tasmania, or on a Giant Steps Tasmania run trip, excursion or activity, or when travelling to or from the school in a Giant Steps Tasmania operated bus.
- For an incident to be *notifiable*, it must happen as a result of work-related activity. **Only work-related incidents are notifiable.**
- WorkSafe is notified if a person needs any of the following types of treatment as a result of a workplace incident:

Types of treatment
Immediate treatment as an in-patient in a hospital
Immediate treatment for the amputation of any part of the body
Immediate treatment for a serious head injury
Immediate treatment for a serious eye injury
Immediate treatment for a serious burn
Immediate treatment for the separation of skin from an underlying tissue
Immediate treatment for a spinal injury
Immediate treatment for the loss of a bodily function
Immediate treatment for serious lacerations
Medical treatment within 48 hours of exposure to a substance

- WorkSafe Tasmania is notified if any of the following incidents have occurred at Giant Steps Tasmania as a result of a person carrying out their duties:
 - a death, or
 - someone suffers a serious injury or illness (including Covid-19), or
 - a dangerous incident occurs
- A 'dangerous incident' is one that exposes a person to a serious risk to their health or safety, as a result of:
 - an uncontrolled escape, spillage or leakage of a substance,
 - an uncontrolled implosion, explosion or fire,
 - an uncontrolled escape of gas or steam,
 - an uncontrolled escape of a pressurised substance,
 - electric shock,
 - the fall or release from a height of any plant, substance or thing;
 - the collapse, overturning, failure or malfunction of or damage to any plant that must be authorised for use,
 - the collapse/partial collapse of a structure,
 - the collapse or failure of an excavation or of any shoring supporting an excavation;
 - the inrush of water, mud or gas in workings, underground excavation or tunnel,
 - the interruption of the main system of ventilation in an underground excavation or tunnel.
- The Principal informs WorkSafe of all notifiable incidents and the school keeps a record of the incident notification form for at least five years.