



Policy Name:	Risk Management Resource for Clubs
Responsibility	Archery Australia Inc Board
Effective	November 2013
Policy Number	1006
Version	2

Contents

Policy	Page 3
Objectives of Risk Management	Page 3
What is Risk?	Page 3
What is Risk Management?	Page 3
What Risks Need to be Managed?	Page 5
Who Should be Involved in the Risk Management Process?	Page 5
What Activity Should be Subjected to the Risk Management Process?	Page 5
Documentation	Page 6
Risk Management Process	Page 8
Incident/Potential Incident Report Form	Page 15
Guidelines for Incident Notification	Page 16
Appendix A	Page 25
Risk Assessment Form	Page 27

Policy

Archery Australia Inc is mindful of the risks associated with conducting archery and activities at Club level. Archery Australia Inc has developed a basic risk management tool (for use by non Risk Management professionals) with a view to providing a safer sporting environment and experience for Club archers.

Background – duty of care

Club and tournament officials will owe a duty of care to participants in archery activities where there is a reasonably foreseeable risk of harm or injury to participants and spectators as a result of their actions. In exercising this duty of care, the law requires officials to take reasonable steps to reduce the likelihood of injury to participants and spectators as a result of those risks which are foreseeable.

This is the rationale which underpins any risk management program – in this case, the process of identifying risks involved in conducting archery tournaments and activities, and then adopting strategies and actions designed to reduce these risks wherever possible.

Objectives of Risk Management

To reduce the incidence of injury to participants, officials and other persons associated with Club archery competitions and activities.

To provide a fun, healthy and safe sporting environment for individuals to participate and enjoy the sport of archery.

To minimise potential Club liability as a result of poorly managed archery tournaments and activities.

What is Risk?

At its simplest, risk is the possibility of an injury or damage resulting from an activity.

What is risk management?

Risk management is the process of systematically avoiding, eliminating or minimising the adverse impact of all activities which may cause injury or damage. This process is a framework within which risk exposure can be identified, monitored and controlled.

Risk management is a tool by which persons involved in sport can use to meet their duties of care and thus avoid liability and injury or damage to others.

Risks which can be covered by a Risk Management Process include:

Legal risks –

Losses and costs arising from legal actions for breach of a common law or statutory duty of care;

Physical risks –

Injuries to participants and the public;

Financial risks –

Increased insurance premiums, costs associated with injuries for business reasons, loss of financial stability and asset value, replacement costs and earning capacity and increased external administrative costs;

Moral and Ethical risks –

Loss of quality of participant experience and confidence, adverse publicity and damage to image or reputation.

Environmental risks –

Damage to the environment (atmospheric / flora / fauna) resulting from Club activities.

Governance risks –

Loss to Clubs as a direct result of inappropriate management processes or decisions.

Which risks need to be managed?

The law does not require Clubs to provide a completely risk free environment. Indeed, by agreeing to participate in archery activities, participants will be taken to have consented to those risks, which form an inevitable aspect of the activity. Clubs will not be required to take steps to counter risks where it would be unreasonable to expect a Club to do so in the circumstances. Clubs will however be expected to adopt reasonable precautions against risks which might result in injuries or damages which are reasonably foreseeable.

The Australian Standard and this Manual

The approach adopted in this Manual is based on the Australian & International Standard on Risk Management AS/NZS ISO 31000:2009. Modifications to the Standard are designed to assist non-professional Risk Managers use this Manual.

As such this Manual has sought to simplify the steps set out in the Australian Standard, and includes the following stages in the Risk Management Process:

- Risk Identification
- Risk Analysis
- Risk Treatment (action plan)
- Monitoring and Review
- Communication

This Manual is not a “be-all-and-end-all” resource, which will make your Club litigation proof or completely fail-safe, however if followed, it may serve as a useful defence to claims of breach of duty of care.

Risks will vary from Club to Club depending upon the circumstances and the ways in which each Club operates. It is up to the Committee and key people in your Club when using this Manual to think about other risks not identified here, and plan for their treatment accordingly.

All risks - whether generic or specific to a particular club / environment - should be included in the Risk Register for subsequent assessment and treatment.

Who should be involved in the Risk Management Process?

It is important that all “key” people, from the Committee to Officials and Volunteers, are involved in each step of the risk management process. Key people such as your Club Coach, National Judges etc have the training and knowledge that is required when risk questions regarding archery and activities are asked. Do not try to complete the risk management process in this Resource without involving other key people in your organisation. This may result in the responses being flawed.

Overall responsibility for the Risk Management process is the Club Committee. Larger Clubs may have adequate resources to have a specific Risk Committee (made up of key individuals) that reports to the Committee.

What activity should be subjected to the Risk Management Process?

All Clubs have activities that are regularly conducted (e.g. weekly) and others that are infrequently conducted (e.g. annually). Many risks will be generic across all Club activities while some risks may be specific to a particular activity.

The Club Committee should determine how best to proceed in this regard - do they undertake a Risk Management process for each individual activity or do they undertake the one process and trust that all risks will be identified.

Note - One consideration in making this determination is 'focus'. Generally, when the 'focus' is placed on a single activity all relevant risks associated with that activity are more likely to be identified. There *will* be duplication of risks identified but there will also be a low likelihood of missing risks.

Documentation

Each phase of the Risk Management process should be documented in order to:

- Record what and how decisions were made for future justification
- Demonstrate that the process has been undertaken in a planned and systematic manner
- Communicate outcomes of the process
- Provide an audit trail
- Provide evidence of the due care undertaken for the process in the event a legal defence is required.
- Form an important part of the Club's compliance memory
- Educate incoming Committee members
- Monitoring progress of Treatment plans
- Review the risks on a regular basis and ensure the controls and treatments are operating as intended
- Facilitate continuous process improvement

What documentation should be maintained?

The documentation maintained should provide the audit trail (story) of the Risk Management process at the Club. Attachments to this document provide templates for minimum levels of documentation.

- Risk Register** identifies the Risks, associated controls existing, assessment of the Risk for effectiveness, Treatments to be undertaken, Action Plan for the Treatments, responsibility for actions, timelines for treatments and resultant Review of the Risks.
- Incident Register** records any safety Incidents that have occurred including any immediate actions undertaken, recommendations for treatment and when the matter was discussed by the Committee.
- Decisions** of the Committee relative to the Risk Management discussions of Incidents and identified Risks. This documentation is generally contained within the Committee Minutes or for larger Clubs the Risk Committee. **Communications** to Club members and others should provide enough information to enable members to understand the safety issues and provide for a mechanism for members to report safety issues / incidents. Every member of the Club should be aware of who to make a report of a safety Incident or Risk.
- Monitoring & Review** documents should record the process undertaken and the results of the review.

The documentation should justify the Committee's response to such questions as -

- Why was this risk identified as LOW and not MEDIUM?
- Why did the Committee accept this Residual Risk level?
- Why did the Committee decide on Treatment A rather than Treatment B?

How should documentation be maintained?

Process documentation can take any form with the following provisos:

- It must be complete such that future Committees will be able to follow and understand decisions and actions taken
- It must be accessible to all people who are authorised
- It must be in a format that is readily transportable - if a computer file format then at least 1 hardcopy should be printed each year and retained as a backup.
- If a computer file format, then regular backups should be maintained in a secure place away from the main computer resource

How long should documentation be kept?

Generally, a retention period of 7 years for Risk Management documentation is appropriate.

It is the responsibility of each Committee to ensure that documentation is retrievable throughout the retention period. Therefore, it would be best practice, for example, to ensure that where computer systems are upgraded, documentation is converted to be accessible by the new system and appropriate backups made.

The Risk Management Process

1. Risk Identification

The first step in our risk management program is to identify what risks exist (or may exist in the future) within our archery programs and tournaments. It is important that people who are regularly involved in the sport are involved in identifying risk areas. Officials, coaches and even participants should be consulted. There is no substitute for actual practical experience in working out why accidents occur, or what presents a potential problem.

There are a number of things that must be considered in identifying risks:

The age of participants;

The type of activities conducted;

Injury history (including type of injury and cause);

How operational procedures are conducted and whether there have been any previous problems.

For the purposes of the present project, we have identified four **Risk Categories**. We have also identified a number of common risks which fall within these categories. Your task is to assess and treat (where necessary) these risks in the context of your Club and its activities. Space has also been provided under each category for you to identify additional risks which are particular to your Club.

Risk Categories:

(a) On Field

This category includes all of those risks associated with the conduct of archery tournament and activities once the participants have left shore. On-field risks will vary depending upon the nature of the activities, experience of participants and organisers and the location(s) in which they are conducted.

(b) Pre-and Post Event/Activities

This category refers to the risks involved in activities, which immediately precede and follow our on-field events. Ground maintenance organisers should all be considered in this regard.

(c) Environment

The physical environment in which we conduct Club events will necessarily include risks to personal safety and property damage. This category is not concerned with the on-field environment, rather focuses on the Club and surrounding environments which are utilised by members, participants, and in some circumstances, the general public - eg club house facilities, parking facilities etc.

(d) Personnel

This category includes Club members, officials, participants, parents, minors and spectators who may be involved in Club archery activities. The Club owes a duty of care to those people who may be affected by its actions and therefore should ensure that it takes steps to manage the risks which may confront Club personnel, in addition to those risks which arise as a result of their conduct.

2. Risk Analysis

Having identified the risks involved in our archery activities we need to assess them in terms of their likelihood to occur and the seriousness of the consequences arising from their occurrence.

Each identified risk must be rated. These ratings describe:

- i. The likelihood of the risk occurring (likelihood); and
- ii. The loss or damage if the risk eventuated (consequence);
- iii. The priority, or degree of urgency required to address the risk.

In order to systematically assess the risks identified in the first stage of the process, we apply the risk rating scales set out below in Tables 1 – 3. The risk rating scales will allow you to rate identified risks and then identify risk management priorities.

2.1 Likelihood

The likelihood is related to the potential for a risk to occur. How often could the Risk eventuate? Is there a history at the Club for this Risk?

Table 1: Likelihood Scale Rating

Likelihood	
Likely	Will occur at each archery event
Possible	Could occur once annually
Unlikely	Could occur once in 10 years
Remote	Could occur once in 100 years

i.

2.2 Consequence

The consequence of a risk refers to the amount of loss or damage which may result from the risk's occurrence. Is the consequence an injury to someone, a financial loss, a loss of reputation etc?

Table 2: Consequence Scale

Consequences	
Extreme	<ul style="list-style-type: none"> • Death or serious injury requiring significant rehabilitation or permanent disability • Financial loss in excess of \$100,000 • Loss of reputation of WA or AA • Loss of funding from the Australian Sports Commission • Committee member indicted with respect to the activities of the club or its membership
Serious	<ul style="list-style-type: none"> • Serious injury requiring rehabilitation • Financial loss in excess of \$50,000 • Legal prosecution
High	<ul style="list-style-type: none"> • Injury requiring time off work • Financial loss in excess of \$5,000 • Loss of reputation to Club
Low	<ul style="list-style-type: none"> • Injury requiring on-site First Aid • Financial loss less than \$5,000 • Negative story of Club in media

Note: RGBs and Clubs should consider the Consequences above to suit their individual circumstances. Generally Financial Consequences will differ from Club to Club. For instance, for a small Club a financial loss of \$1000 could be 'Extreme' or 'Serious' while for a larger Club the Consequence of a financial loss of \$1000 could be 'Low'.

Having assessed each risk in terms of its likelihood and consequence we are in a position to prioritise the risks to assist in the decision making of what action is warranted to manage the risks (where possible).

2.3 Risk Matrix

The Risk Matrix determines the priority of action required for the risk.

E.g. - There is a risk that if the Shooting Line is facing the road arrows could overshoot the target and land on or beyond the road. The Risk is rated a "RED", requiring immediate action.

Table 3: Risk Matrix

		Consequences			
		Extreme	Serious	High	Low
L i k e h o o d	Likely	RED	RED	AMBER	AMBER
	Possible	RED	RED	AMBER	GREEN
	Unlikely	AMBER	AMBER	GREEN	GREEN
	Remote	AMBER	AMBER	GREEN	GREEN
	RED	Immediate action required			
	AMBER	Action required within 6 months			
	GREEN	No action required other than to monitor & communicate Risk			

Once a risk priority has been determined the committee can consider the level of risk treatment and action required for each risk. EG does the Committee want to completely eliminate the risk or just reduce its likelihood or consequence to an acceptable level?

Note: The Committee must formally decide, what is an acceptable level of risk?

2.4 Existing Controls

To make an appropriate analysis of Risk the Committee must understand what existing controls are in place and how effective they are in managing risk.

The effectiveness of existing controls may make further treatment of the risk superfluous.

3. Risk Treatment (action plan)

There are a number of Risk Treatments including:

Avoid the risk - e.g. eliminate the activity from the risk arose

Share the risk - e.g. insurance against the risk occurring

Reduce the likelihood - insert controls that limit the ability of the risk occurring - e.g. using wireless timing systems reduces the number of cables on the field and therefore reduces the likelihood of trips on the field

Reduce the consequence - e.g. incorporating Clubs minimises the financial liability to individual members.

Accept the risk - do nothing to treat the risk, this also means accepting the consequences should the risk eventuate. Monitor the risk annually and modify treatment if necessary.

The amount of risk that remains after treatment is the Residual Risk.

Treating the Risk means understanding all the issues related to the Risk.

Why is the Likelihood considered 'High'?

Why is the Consequence considered 'Serious'?

What are the existing controls?

Are the existing controls effective in minimising the Likelihood or Consequence?

What is the level of Residual Risk that is acceptable to the Committee?

Ideally officials will work together to brainstorm a variety of treatment strategies and then consider each strategy in terms of its effectiveness and implementation. This will necessarily involve some "reality testing" of risk treatment strategies as officials determine what reasonable steps they may take to reduce the impact of the risk arising.

If your Club has assessed a risk and the risk has rated highly you will need to carefully consider necessary policies, procedures and strategies to treat the risk. These will include what is needed to treat the risk, who has the responsibility and what is the timeframe for risk management. These elements will comprise your action plan.

Note - Clubs generally operate with volunteer labour, therefore the Club must consider HOW the new / modified controls are to be implemented.

Note - Can a Risk be completely eliminated? Generally, there is no way to eliminate all risks associated with an activity unless the activity itself is eliminated.

Note - The treatment of similar risks may vary from Club to Club based on the resources available to each Club.

E.g. Clubs abutting roads - there is a risk that if the Shooting Line is facing the road then arrows could overshoot the target and land on or beyond the road. The Risk is rated a "RED", requiring immediate action.

Treatments -

Club A has a strong financial position and elects to erect a barrier between the road and the targets. The Committee also implements controls and training practices to reduce high draw releases. The Likelihood of the risk eventuating has been reduced and the overall Risk Rating has been reduced. The Committee determines that any Residual Risk is acceptable and no additional treatment is required.

Club B is strong in membership and financial resources. The Committee considers the same controls as Club A but they are not willing to accept the Residual Risk. Therefore, the Committee determines that the Shooting Line will never face the road. Club B has eliminated the risk by eliminating the activity i.e. shooting towards the road.

Club C is small in membership and financial resources. Club C is unable to move the Shooting Line, nor is it able to erect a barrier between the targets and the road (due to financial constraints). The Club Committee may decide to accept the risk and do nothing other than implement controls and training practices to reduce high draw releases, or the Committee may decide the risk is too great and look for a more appropriate venue for the Club's activities.

4. Monitor and Review

The risk management plan should be a fluid document which is regularly updated to take account of changes within the Club.

It is very important that officials review the risk management plan at the end of each competition, activity, program or season. This review can form part of the overall activity review.

The keeping of records, and the continued evaluation of the risk management plan in the light of such records is crucial. Your risk management procedures should include the documentation of any accidents, as well as information on the effectiveness of the risk management plan. Statistics on continuing injuries or accident occurrences should be used to determine whether there are specific activities that require either increased precautions or supervision.

Your risk management plan cannot remain static. Risks can change according to changes in the law, development of safe practices and techniques, and developing technology in the sport of sailing. Constant evaluation and updating must be done to take account of developing trends and the organisation's own experience.

How often should a Club review its Risk Register, Controls and Treatments?

The period for review is generally recommended as 1 year. However, the review period is set by the Committee and should consider:

- The level of the Risk
- Incidents associated with the Risk
- Changes to Club circumstances
- Changes to Laws

The Committee may decide that:

- Risks with a RED Risk Matrix outcome are reviewed each month
- Risks with an AMBER Risk Matrix outcome are reviewed each 6 months
- Risks with an GREEN Risk Matrix outcome are reviewed annually

Risks that have eventuated (despite the Risk Matrix outcome) are reviewed each month for a minimum of 3 months before the review period returns to the Risk Matrix outcome basis.

5. Communication

It is essential that all Club members and participants in Club programs are aware of the risk management program and are consulted in its development, implementation and evaluation.

Membership of Clubs is constantly changing and as such the Clubs should ensure that new members are introduced to the Risk Management Policy and Obligations as part of their induction into Club life. Similarly, entrants in tournaments who are not members of your Club should also be made aware of the Club's risk management procedures and any rules with which they must comply.

Communication between Clubs is essential to ensure a broader sharing of ideas in the identification and treatment of risks. In this regard Archery Australia recommends that:

- Regional Governing Bodies (RGBs) maintains a database of all risks and their treatments for all their respective Clubs
- RGBs demonstrate commitment to Risk Management processes through:
- Initiating & encouraging sharing between Clubs regarding new risks and / or treatment options
- RGB Committees discuss Risk Management through a Standing Agenda item for regular RGB meetings

Archery Australia demonstrates its commitment to Risk Management processes through:

- Development and maintenance of this manual;
- Regular scrutiny of Risk Management processes through the Archery Australia Audit & Risk Committee
- Discussing Risk Management through a Standing Agenda item for regular Board & RGB meetings
- Initiating & encouraging sharing between RGBs regarding new risks and / or treatment options
- Ad Hoc reviews of RGB and Club Risk Management programs

PLEASE NOTE this document is a guide. The risks which have been included under the respective Risk Categories in the following Risk Management tables were identified by Volunteer Club officials in a workshop convened by South Queensland Archery Society. There will be circumstances where risks which are particular to your Club's activities may not have been addressed - these must be addressed by your Club to ensure that a valid risk assessment has been undertaken.

Acknowledgements:

In preparation of this document the author acknowledges

Yachting Victoria through their document "Risk Management A Practical Resource for Clubs"

Australian Sports Commission.

Australian & International Standard on Risk Management AS/NZS ISO 31000:2009

CLUB NAME
INCIDENT / POTENTIAL INCIDENT REPORT FORM

Event: (outdoor / indoor shoot, social event)		
This Report is for (cross out that which is not applicable)		
An INCIDENT that has occurred; or		
A POTENTIAL SAFETY INCIDENT		
What Happened / Could Happen?		
How did it / could it happen?		
THIS SECTION COMPLETED FOR ACTUAL INCIDENTS		
When did it happen?	Date:	Time:
Were injuries sustained? Yes / No		
Who was Injured?		
What action undertaken? (circle one)	1 st Aid	Ambulance
	Hospital	Doctor
Injury Sustained? (circle one)	Minor (less than a week lost)	
	Major (more than a week lost)	
	Serious (more than a month lost)	
Incident Reported to: (DOS, Committee Member (Name))		
Incident Reported by:	Date:	Time:
Signed:		
Action undertaken to investigate cause / remedy (attach investigation report & recommendations)		
Reported to Committee	Date:	
Risk Management Assessment	Date:	

Reported to Work Health Safety? (see Guidelines for Incident Notification): YES
NO

If 'Yes', (Attach a copy of the Incident Notification Form)

Guidelines for Incident Notification

(prepared by Work Safe Australia - Nov 2013)

The [Work Health and Safety Act \(WHS Act\)](#) requires the regulator to be notified of certain 'notifiable incidents'. This fact sheet will help you decide whether the regulator needs to be notified of a work-related injury, illness or dangerous incident under the Act.

Work health and safety regulators are committed to preventing work-related deaths and injuries. Notifying the regulator of 'notifiable incidents' can help identify causes of incidents and prevent similar incidents at your workplace and other workplaces.

The WHS Act

In summary Part 3 of the WHS Act requires:

- Immediate notification of a 'notifiable incident' to the regulator after becoming aware of it
- if the regulator asks—written notification with 48 hours of the request, and
- Preservation of the incident site until an inspector arrives or directs otherwise (subject to some exceptions).

Failing to notify is a criminal offence and penalties apply.

What is a 'notifiable incident'

A 'notifiable incident' as outlined in the WHS Act is:

- The death of a person
- A 'serious injury or illness', or
- A 'dangerous incident'

Arising out of the conduct of a business or undertaking at a workplace.

'Notifiable incidents' may relate to any person—whether an employee, contractor or member of the public.

Only the most serious safety incidents are intended to be notifiable, and they trigger requirements to preserve the incident site pending further direction from the regulator.

Serious injury or illness

Notification is required of a serious injury or illness of a person if they require any of the following.

Even if immediate treatment is not readily available, for example because the incident site is rural or remote or because the relevant specialist treatment is not available, the notification must still be made.

Trigger	Example
Immediate treatment as an in-patient in a hospital	<p>Admission into a hospital as an in-patient for any duration, even if the stay is not overnight or longer.</p> <p>It does not include:</p> <ul style="list-style-type: none"> • Out-patient treatment provided by the emergency section of a hospital (i.e. not requiring admission as an in-patient) and immediate discharge. • Subsequent corrective surgery such as that required to fix a fractured nose.
Immediate treatment for the amputation of any part of the body	<p>Amputation of a limb such as arm or leg, body part such as hand, foot or the tip of a finger, toe, nose or ear.</p> <p>It does not include:</p> <p>Bruising or minor abrasion or laceration to the skin.</p>
Immediate treatment for a serious head injury	<ul style="list-style-type: none"> • Fractured skull, loss of consciousness, blood clot or bleeding in the brain, damage to the skull to the extent that it is likely to affect organ/face function. • Head injuries resulting in temporary or permanent amnesia.
Immediate treatment for a serious eye injury	<ul style="list-style-type: none"> • Injury that results in or is likely to result in the loss of the eye or total or partial loss of vision. • Injury that involves an object penetrating the eye (for example metal fragment, wood chip). • Exposure of the eye to a substance which poses a risk of serious eye damage. <p>It does not include:</p> <p>Eye exposure to a substance that merely causes irritation.</p>
Immediate treatment for a serious burn	<p>A burn requiring intensive care or critical care which could require compression garment or a skin graft.</p> <p>It does not include:</p> <p>A burn that merely requires washing the wound and applying a dressing.</p>
Immediate treatment for the separation of skin from an underlying tissue (such as degloving or scalping)	<p>Separation of skin from an underlying tissue such that tendon, bone or muscles are exposed (de-gloving or scalping).</p>
Immediate treatment for a spinal injury	<p>Injury to the cervical, thoracic, lumbar or sacral vertebrae including the discs and spinal cord.</p>

Trigger	Example
Immediate treatment for the loss of a bodily function	Loss of consciousness, loss of movement of a limb or loss of the sense of smell, taste, sight or hearing, or loss of function of an internal organ. It does not include: <ul style="list-style-type: none"> • mere fainting, or • a sprain, strain or fracture.
Immediate treatment for serious lacerations	<ul style="list-style-type: none"> • Serious lacerations that cause muscle, tendon, nerve or blood vessel damage or permanent impairment. • Deep or extensive cuts. • Tears of wounds to the flesh or tissues—this may include stitching to prevent loss of blood and/or other treatment to prevent loss of bodily function and/or infection.
Medical treatment within 48 hours of exposure to a substance.	

Notification is also required for the following prescribed serious illness:

- Any infection to which the carrying out of work is a significant contributing factor, including any infection that is reliably attributable to carrying out work:
 - (i) with micro-organisms
 - (ii) that involves providing treatment or care to a person
 - (iii) that involves contact with human blood or body substances
 - (iv) that involves handling or contact with animals, animal hides, skins, wool or hair, animal carcasses or animal waste products.
- The following occupational illnesses contracted in the course of work involving handling or contact with animals, animal hides, skins, wool or hair, animal carcasses or animal waste products:
 - (i) Q fever
 - (ii) Anthrax
 - (iii) Leptospirosis
 - (iv) Brucellosis
 - (v) Hendra Virus
 - (vi) Avian Influenza
 - (vii) Psittacosis.

Treatment

‘Treatment’ means the kind of treatment that would be required for a serious injury or illness and includes ‘medical treatment’ (i.e. by a registered medical practitioner), treatment by a paramedic or treatment by a registered nurse practitioner.

Even if immediate treatment is not readily available, for example because the incident site is rural or remote or because the relevant specialist treatment is not available, the notification must still be made.

Dangerous Incidents (commonly referred to as 'near misses')

Notification is also required of any incident in relation to a workplace that exposes a worker or any other person to a serious risk resulting from an immediate or imminent exposure to:

- 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:
 - Examples of electrical shock that are not notifiable
 - Shock due to static electricity
 - 'Extra low voltage' shock (i.e. arising from electrical equipment less than or equal to 50V AC and less than or equal to 120V DC)
 - Defibrillators are used deliberately to shock a person for first aid or medical reasons
 - Examples of electrical shocks that are notifiable
 - Minor shock resulting from direct contact with exposed live electrical parts (other than 'extra low voltage') including shock from capacitive discharge
- 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 is required to be design or item registered under the Work Health and Safety Regulations
- The collapse or 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, in an underground excavation or tunnel, or
- The interruption of the main system of ventilation in an underground excavation or tunnel.

Any of these occurrences are reportable as a 'dangerous incident' (or 'near miss') if a person is exposed to a serious risk from immediate or imminent exposure to a hazard.

For most hazards such as plant or a structure collapsing a person will need to be in the immediate vicinity to be exposed to a serious risk to their health or safety.

However, some hazards such as an uncontrolled leak of a hazardous gas or a fire can travel towards a person and expose them to a serious risk to health and safety away from the original source.

A dangerous incident includes both immediate serious risks to health or safety, and also a risk from an immediate exposure to a substance, which is likely to create a serious risk to health or safety in the future, for example asbestos or chemicals.

Only occurrences involving a 'serious risk' are notifiable taking into account the likelihood of a serious illness or injury occurring from the incident. This would include any situation, which seriously endangers or threatens the health or safety of a person.

Only work-related incidents are notifiable

Incidents are only notifiable if:

- there is a death
- a 'serious injury or illness' is suffered or there is a dangerous incident ('near miss' as described above), **and**
- the incident arises out of the conduct of the business or undertaking. This may or may not include the management or control of the workplace.

An incident is not notifiable just because it happens at or near a workplace.

Incidents may occur for reasons, which do not have anything to do with the conduct of the business or undertaking, for example:

- A worker (volunteer or employee) or another person suffers a heart attack while at work which is unrelated to work or the conduct of the business or undertaking
- An amateur athlete is injured while playing on the local soccer team and requires immediate medical treatment (this is not work)
- A person driving to work is injured in a car accident (where driving is not part of their work)
- A person with epilepsy has a seizure at work.

These kinds of incidents are **not notifiable**.

Work-related incidents that occur outside a workplace may be notifiable

Work-related incidents may occur outside the workplace and these may still be notifiable if they involve a death, serious illness or injury or a dangerous incident.

For example:

- An object like a hand tool falls off a multi-storey building under construction hitting a person below
- Scaffold collapse that causes a risk of serious injury to persons adjacent to the construction site
- An awning over a shop-front collapses, hitting a person passing by underneath.

Appendix A provides more information about incidents that occur at public places or sporting events.

Still unsure?

If you are still unsure about whether a particular incident should be notified, then contact your regulator for guidance.

Who is responsible for notifying?

Any person conducting a business or undertaking (PCBU) from which the 'notifiable incident' arises must ensure the regulator is notified immediately after becoming aware it has occurred.

Procedures should be put into place to ensure work health and safety incidents are promptly brought to the relevant individual's attention, for example a manager and then notified to the regulator, if required.

For more information on the definition of a PCBU see the [Interpretive Guidelines: the meaning of 'person conducting a business or undertaking'](#).

Incidents involving multiple businesses or undertakings

If the 'notifiable incident' arises out of more than one business or undertaking, then each must ensure that the incident has been notified to the regulator.

There is no need for all duty holders to notify—only one needs to.

In these circumstances the duty holders must, so far as is reasonably practicable, consult, cooperate and coordinate to put appropriate reporting and notification arrangements in place.

For example, contractors at a construction workplace may agree that the principal contractor for the workplace will notify of all 'notifiable incidents' that occur at the workplace.

Incidents involving a 'State-based contractor working for a Commonwealth entity'

Workplaces shared by a Commonwealth entity and one or more state-based contractors may be covered by both Commonwealth and state or territory work health and safety (WHS) laws.

For example, an asbestos removal company is engaged by the Department of Defence (Defence) to carry out asbestos removal work at Randwick Army Barracks in Sydney and a dangerous incident occurs (as defined above). Because the incident has occurred at a place where work is carried out for Defence (on behalf of the Commonwealth) the company must ensure that both Comcare and WorkCover NSW are notified of the incident. Defence and the company may co-operate so that only one notification is made to Comcare on behalf of both.

When and how to notify

A regulator must be notified of a 'notifiable incident' immediately after the PCBU becomes aware of the incident arising from the business or undertaking.

The notice must be given by the fastest possible means which could be by telephone or in writing, for example by facsimile, email or other electronic means.

If notifications are made by telephone follow-up information may be requested either by telephone or in writing. If you are asked to follow-up in writing you must provide the required information in writing within 48 hours of the request being made.

Regulators have adopted a commonsense approach to assessing whether an incident has been notified immediately. In other words, incidents must be notified immediately as the particular circumstances permit.

In general, a PCBU 'becomes aware' of a notifiable incident at the time that any of their workers in supervisory or managerial roles become aware of that incident. For example, if a worker suffers a serious injury and notifies their immediate supervisor it is at this point that the PCBU is considered to be aware of the incident. It is essential that PCBUs develop appropriate internal communication systems to ensure safety incidents are promptly brought to the relevant persons' attention.

What information will be requested?

A clear description of the incident with as much detail as possible will help the regulator assess whether or not the incident is notifiable and the need for a follow-up investigation by the regulator.

Where insufficient details are provided in a telephone notification, the regulator may contact the notifier if further information is required. All WHS regulators have agreed that the following (see table below) information should be collected as a minimum at the point of incident notification.

What happened: an overview	<ul style="list-style-type: none">• Provide an overview of what happened.• Nominate the type of notifiable incident—was it death, serious injury or illness, or ‘dangerous incident’ (as defined above)?
When did it happen	Date and time.
Where did it happen	Incident address. Details that describe the specific location of the notifiable incident—for example section of the warehouse or the particular piece of equipment that the incident involved—to assist instructions about site disturbance.
What happened: detailed description	Detailed description of the notifiable incident.
Who did it happen to	<ul style="list-style-type: none">• Injured person’s name, salutation, date of birth, address and contact number.• Injured person’s occupation.• Relationship of the injured person to the entity notifying.
How and where are they being treated (if applicable)	<ul style="list-style-type: none">• Description of serious injury or illness—i.e. nature of injury• Initial treatment of serious injury or illness.• Where the patient has been taken for treatment.
Who is the person conducting the business or undertaking (there may be more than one)	<ul style="list-style-type: none">• Legal and trading name.• Business address (if different from incident address), ABN/ACN and contact details including phone number and email.
What has/is being done	Action taken or intended to be taken to prevent recurrence (if any).
Who is notifying	<ul style="list-style-type: none">• Notifier’s name, salutation, contact phone number and position at workplace.• Name, phone number and position of person to contact for further information (if different from above).

Although all of this information may not be available at the time of notification, PCBUs must still notify the regulator immediately of the incident and provide the information they have. The rest of the information will be collected by the regulator at a later time.

Can work continue where the incident occurred?

The person with management or control of a workplace at which a notifiable incident has occurred must ensure, so far as is reasonably practicable, that the site where the incident occurred is not disturbed until an inspector arrives at the site or directs otherwise (whichever is earlier).

Requirements to preserve the incident site apply to any plant, substance, structure or thing associated with the notifiable incident. This means that any evidence that may assist an inspector to determine the cause of the incident is preserved.

An incident site may be disturbed:

- To assist an injured person
- To remove a deceased person
- To make the site safe or to minimise the risk of a further notifiable incident
- To facilitate a police investigation, or
- After an inspector has given a direction to
- Do so either in person or by telephone.

The sooner the regulator is notified; the sooner the site can be released.

If, however after arriving at the incident site an inspector considers that it should remain undisturbed in order to facilitate investigation of the incident they may issue a non-disturbance notice. This notice must specify the period for which the notice is to apply—no more than seven days.

Penalties apply if an individual or body corporate fails to preserve a site.

Site Preservation requirements only apply to the incident site

Requirements to preserve a site only apply in relation to the immediate area where the incident occurred—not the whole workplace.

If you are unsure about what you need to do to preserve a site, ask the regulator when you notify them of the incident.

You can also ask the regulator to be relieved of your legal obligations to preserve the incident site at this point—even if you don't meet the strict criteria above.

Upgrading Notifications

If a notifiable incident escalates from a serious illness or injury to a death the regulator must be separately notified of the death immediately after becoming aware that the person has died.

Record keeping requirements

The notifier must keep a record of the notifiable incident for at least five years from the date of notification. Penalties apply for failing to do so.

As a practical matter these records should include any directions or authorisations given by an inspector at the time of notification (including authorisations to disturb incident sites) and any confirmation you received from the regulator that you notified them about the incident.

Contact details for regulators

To notify a ‘notifiable incident’ contact the regulator in the relevant jurisdiction (see table below).

Further information

For further information on notifiable incidents including the relevant laws please contact your work health and safety regulator.

Jurisdiction	Regulator	Telephone	Website
New South Wales	WorkCover NSW	13 10 50	Not applicable for notifications
Victoria	WorkSafe Victoria	1800 136 089	worksafe.vic.gov.au
Queensland	Workplace Health and Safety Qld	1300 369 915	worksafe.qld.gov.au
South Australia	SafeWork SA	1300 365 255	safework.sa.gov.au
Western Australia	WorkSafe WA	1300 307 877	worksafe.wa.gov.au
Australian Capital Territory	WorkSafe ACT	02 6207 3000	worksafety.act.gov.au
Tasmania	Workplace Standards TAS	1300 366 322 (Tas) 03 6233 7657 (External)	wst.tas.gov.au
Northern Territory	NT WorkSafe	1800 019 115	worksafe.nt.gov.au
Commonwealth	Comcare	1300 366 979	comcare.gov.au

Appendix A

Public places and sporting events

Workplaces may also be public or partly public places, for example:

- Public parks, streets
- Public transport
- Shopping centres
- Sports facilities
- Schools and colleges
- Aged care facilities, hospitals and medical centres
- Cafes, restaurants, hotels and other kinds of public accommodation.

Incidents involving bystanders, visitors, students, patrons or other members of the public are only notifiable if:

- There is a death
- A 'serious injury or illness' is suffered or there is a dangerous incident ('near miss' as described above), and
- The incident arises out of the conduct of a business or undertaking.

An incident may arise out of the conduct of a business or undertaking for example because of:

- The way a work activity is organised (for example inadequate safety precautions)
- The way equipment or substances are used (for example lifts, machinery)
- The condition of a workplace (for example poorly maintained or slippery floors)
- Actions of someone who is not a worker at the workplace.

If a visitor at a shopping centre is taken to hospital after sustaining a serious fracture, then the incident would be notifiable. If a visitor is taken to hospital because of their pre-existing medical condition (for example heart attack, epileptic seizure at a shop) this would not be notifiable as it did not result from the conduct of the business or undertaking.

Incidents during sports activities

Work health and safety duties apply in relation to professional sports people for whom sport is work and sport organised by businesses or undertakings. They do not apply to purely social or recreational activities or activities organised by wholly volunteer associations that do not employ anyone.

For more information about the way the work health and safety laws affect volunteers and organisations with volunteers refer to the online resource kit published by Safe Work Australia.

Some sports injuries may arise from 'work' (for example a professional AFL footballer) while others may not (a local amateur club footballer).

Sports injuries are **not notifiable** if arising out of the normal conduct of a sports activity for example rough and tumble of a game.

Sports injuries **are notifiable** only if arising out of the conduct of a business or undertaking for example:

- The way a work activity involving sport is arranged

- The way the sporting activity is managed or controlled
- The condition, design or maintenance of premises or equipment, or
- The way work is carried out for example inadequate supervision.

Examples of notifiable incidents include:

- The condition of the premises or sports equipment was a factor in the incident—for example where a participant suffers an injury requiring admission as an inpatient at a hospital due to tripping over on a potholed tarmac surface, or
- There was inadequate supervision to prevent an incident—like ensuring the safe use of equipment used by students on a school excursion or failings in the organisation and management of an event.

CLUB / ORGANISATION NAME

RISK ASSESSMENT FORM

Risk Identified				
Incident History for Risk				
Describe the Consequences of Risk Occurring				
Consequence Rating	EXTREME	SERIOUS	HIGH	LOW
	Justification:			
Likelihood Rating	LIKELY	POSSIBLE	UNLIKELY	REMOTE
	Justification:			
Describe Existing Controls:				
Risk Matrix Rating	RED	AMBER	GREEN	
	Justification:			
Additional Treatment Needed?	Yes	No		
	If "No", why?			
Treatment Actions	Actions		Priority	Timeline

Priority (High, Medium, Low)	1		
	2		
	3		
	4		
Timeline for Completion			
Responsibility	Action	Who is Responsible to Complete Actions?	
	1		
	2		
	3		
	4		
Residual Risk Level (after Treatment)	RED	AMBER	GREEN
Is the Residual Risk level Acceptable?	Yes	No	
	If "Yes", why?	If "No", where to from here?	
Communication Plan			

Date of Review			
Approved	Name:	Position:	
	Signature:		

End of Document