

Reporting an Incident

Incidents

- ▶ **All** work-related incidents **must** be reported to Konekt Response on **1300 880 777** or email response@konekt.com.au
- ▶ **Some** serious work-related incidents are notifiable under the *Work Health and Safety Act 2011* (WHS Act), and **must** be reported to Comcare **immediately**. Konekt Response will notify Comcare on your behalf if an incident is considered notifiable
- ▶ If Konekt Response is unavailable notifiable incidents must be reported to Comcare on **1300 366 979**
- ▶ If in doubt about whether an incident should be reported, it is better to report it than not to do so.

What is a work-related incident?

Work-related incidents include:

- ▶ Injuries requiring first aid treatment or medical treatment;
- ▶ Near misses (incidents that may have resulted in injury, if a mitigating effect, action or system had not been in place);
- ▶ Time lost (incidents requiring time off work);
- ▶ Psychological injury (a form of mental injury generally associated with work-related stress); and
- ▶ Decreased capacity (unable to perform part of, or all of your normal duties, including where the initial cause was not connected with work).

Who should report an incident

To ensure that reports are accurate, it is recommended that, wherever practicable, the person involved in the incident makes the report.

If a MOP(S) Act employee involved in an incident is unable to report it, then the WHS Site Officer, a colleague or supervisor may call Konekt Response on the injured person's behalf.

Further information is also available on the Ministerial and Parliamentary Services website (www.maps.finance.gov.au).