

Notifiable Incident Flow Chart

Flinders University

NOTIFIABLE INCIDENT
Definite or Suspected

PRESERVE SITE
Make area SAFE
SECURE affected site

REPORT INCIDENT
1. WHS UNIT – 0414 190 024
2. SECURITY – 8201 2880

INFORM YOUR SUPERVISOR
Inform relevant persons as required

MONITOR & DOCUMENT

- incident details
- measures taken to preserve & secure site
- measures taken to make site safe
- any other relevant details
- all communications

AWAIT INSTRUCTIONS
From WHS Unit

CONTACT EMERGENCY SERVICES
If Required

Do Not Interfere With the Site
UNLESS IT IS A REQUIREMENT

1. TO ASSIST INJURED PERSON(S)
2. TO MAKE AREA SAFE
3. ARE DIRECTED BY POLICE OR EMERGENCY SERVICES

All Incidents must be reported via FlinSafe