



Ms Carolyn Kennett  
Chair  
Staff Consultative Group  
Macquarie University

27 May 2008

Dear Ms Kennett,

**Re: Report of the Incident & Accident Reporting Working Party of the SCG -  
Review of the University Policy on Incidents, Accidents & Hazards,**

I have reviewed the comments and recommendations outlined in the above report in light of the current policy and procedures, and this letter outline our responses in relation to those recommendations.

- 1, The Procedure for reporting an injury/illness stated:
  - Report the injury/illness to your immediate supervisor
  - Seek first aid or medical help
  - Complete the incident/accident report.

**Recommendation No 1,**

Change the order of the first two steps so that seeking first aid or medical help becomes the first step.

**Response** - Agree to the change.

2. In some circumstances, finding the immediate supervisor to report an injury may not be practical.

**Recommendation No 2.**

Change 'report the injury/illness to your immediate supervisor' to 'report the injury/illness to your immediate supervisor or their representative'.

**Response** - Agree to the change.

3. **Recommendation No 3,**

For Clarity, change 'OHS Administrator' to 'University OHS Administrator' under the section 'For a work related injury'.

**Response** - This will be changed to OHS Unit.

4. In the section 'Reporting of Hazards', a person is required to complete the form 5b in order to report the hazard. This has a tendency to discourage people from reporting hazards.

**Recommendation No 4,**

Change the 'Reporting of Hazards' procedure so that staff are required to notify their supervisor or the local OHS Committee of the hazards. It should be the responsibility of the supervisor/OHS Committee to complete the paperwork.

**Response** - This recommendation Is not agreed too. The form allows relevant information to be provided to assist the investigation of the hazard. The best person to complete the form is the person who has identified the hazard.

For your information, we will be automating the hazard reporting function in the near future, and we will be seeking to make the process easier for the reporter.

5. The Procedure for a supervisor under 'Reporting of Hazards' is:

- Determine the action to address the hazard.
- If unable to control the hazard, forward a request to Office of Facilities Management.

**Question / Recommendation No 5.**

Why isn't the local OHS Committee involved here?

Instead of forwarding the request to OFM, the supervisor should inform the local OHS Committee of the action taken or action required. The OHS Committee should be able to investigate and inform relevant parties, OFM may not always be the body responsible for controlling/fixing the hazard.

Also change Form 5b (Hazard Report) accordingly.

Response -I am unable to explain as to why the local OHS committee is not involved in this process at this stage.

I think this part of the process/procedures needs to be reviewed and to include the focal OHS committee in the investigation process and then forward the form to the relevant supervisor and the OHS unit.

In light of all policies being reviewed for the move to policy central, perhaps this is a good time to review this process.

Form 5b does require a complete review in light of the information being sought and captured, and is likely to be replaced when the OHS section of HRIT comes online.

6. Typographical Changes -

- Under "Definitions - Hazard ", change loss of property\* to 'damage to property'.
- Under 'Definitions - Serious incidents', change \*work that resulted in a person being killed' to 'work that results in a person being killed'.

**Response** - Agree to the changes

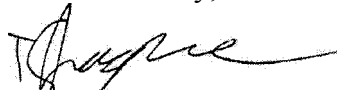
7. Question

When a person reports an incident using the online form 5a, does it need to be printed and kept at the department/office? This is not specified on the online form. If there is not a requirement for this to happen, how would a department maintain a record of incidents for future reporting?

**Response** - An updated form now states that a copy should be kept in the divisional/departmental office.

I would like to take this opportunity to thank the various Working Parties for their considered feedback and contributions related to the above policies

Yours sincerely,



Tim Sprague  
Director, Human Resources  
Macquarie University

Enquiries: Michael Carley - HUMAN RESOURCES  
MACQUARIE UNIVERSITY- NEW SOUTH WALES 2109 AUSTRALIA  
TELEPHONE: 61 2 9850 9725 - FACSIMILE: 61 2 8850 8763  
E-MAIL: [Michael.carley@mq.edu.au](mailto:Michael.carley@mq.edu.au) WEB: <http://www.pers.mq.edu.au>