V1.1 - 9/11/2016

Notifiable Incident Flow Chart

Flinders University

NOTIFIABLE INCIDENT

Definite or Suspected

CONTACT EMERGENCY SERVICES

If Required

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

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