

# COVIDSafe Guidance

## CSG02 – COVID Incident Reporting

### What is an incident?

An incident is an event that results in injury, illness, harm or damage, or an event that could have caused any of these adverse outcomes, which is sometimes referred to as a 'near miss'.

### When to report an incident?

When an incident occurs at work the number one priority is the safety and welfare of the injured person or those involved. After the needs of these people have been attended to an incident report is required to be completed using the WHS Incident Reporting Form and forwarded to [stateWHS@vinnies.org.au](mailto:stateWHS@vinnies.org.au). If the incident was a 'near miss' a report should also be made so that actions can be taken to prevent a re-occurrence.

### What needs to be reported during COVID-19?

In addition to traditional workplace incidents that are reported, during the current times while we manage the risk of COVID-19 there are a number of scenarios where incidents also require reporting using the **WHS Incident Reporting Form**.

These include:

- If a staff, volunteer or member tests positive for COVID-19;
- If there has been a risk of exposure to a Society workplace where a staff, volunteer or member has either: been unwell (symptomatic of COVID) while at work; attended work after being in close contact with a confirmed case; or attended work after being at a 'hotspot' location where the advice is to self-isolate / be tested; and
- If a customer, visitor or client tests positive or is unwell (symptomatic of COVID) and has attended a Society workplace.

In addition to the above if a staff, volunteer, or member is tested for COVID-19 outside the workplace, the details of this incident and the results of the test should be reported to the WHS Regional Partner via the [stateWHS@vinnies.org.au](mailto:stateWHS@vinnies.org.au) email.

This information will further assist the Society with ensuring the health and welfare of all our personnel and the safety of our workplaces.

Sharing safety learnings  
across the Society

# VINNIES

More information  
contact your  
WHS Regional  
Partner

# 02

August 2020

## WHS Incident Reporting Form

The WHS Reporting Form is to be completed for all incidents and injuries.

This must be provided to the WHS team within 24 hours of the incident occurring.

Serious or Critical incidents and injuries must be reported IMMEDIATELY to both your Manager and by phoning your WHS Regional Partner.

[WHS Incident Reporting Form](#)

Email form to

[stateWHS@vinnies.org.au](mailto:stateWHS@vinnies.org.au)

### WHS State Contacts & Regional Partners

**STATE:** Manager WHS – Mark Butler: Mob: 0417 483 263  
Email: [mark.butler@vinnies.org.au](mailto:mark.butler@vinnies.org.au)

Health & Wellbeing/RAW/RTW/Rehabilitation/EAP -  
Enzo Cagnetta: Ph: 02 8622 0366 | Mob: 0466 850 416 |  
Email: [Enzo.Cagnetta@vinnies.org.au](mailto:Enzo.Cagnetta@vinnies.org.au)

**SOUTH:** Annette Combs: Ph: 02 6923 1906 |  
Mob: 437 579 769 | Fax +61 2 6923 1915 |  
Email: [annette.combs@vinnies.org.au](mailto:annette.combs@vinnies.org.au)

**NORTH EAST:** Lea England: Ph 02 4032 3567 |  
Mob: 0458260365 | Email: [Lea.England@vinnies.org.au](mailto:Lea.England@vinnies.org.au)

**WEST:** Annette Combs & Darren Stevenson

**NORTH WEST:** Darren Stevenson: Mob: 0459 281 880  
Email: [Darren.Stevenson@vinnies.org.au](mailto:Darren.Stevenson@vinnies.org.au)

**METRO:** Marc Corbridge: Mob: 0423 048 349 |  
Email: [Marc.Corbridge@vinnies.org.au](mailto:Marc.Corbridge@vinnies.org.au)

**METRO:** Melinda Woods: Mob: 0435 066 530 |  
Email: [Melinda.Woods@vinnies.org.au](mailto:Melinda.Woods@vinnies.org.au)