



PRINCIPAL CONTRACTOR INCIDENT REPORTING

This Fact Sheet provides guidance to Construction Contractors and other Delivery Partners on how to report and respond to an incident on Major Projects Canberra project sites.

OVERVIEW

Major Projects Canberra (MPC) is committed to maintaining safe and healthy workplaces by appropriately responding to workplace incidents, including ensuring:

1. affected workers are provided with appropriate care
2. the incident is investigated and root cause(s) identified
3. information about risks is fed back into our Work Health Safety Management System, and
4. lessons are learned and there is less likelihood of the incident recurring.

As a Person Conducting a Business or Undertaking (PCBU), Principal Contractors have a responsibility to manage risks at their worksite. The *Work Health and Safety Act 2011 (ACT)* requires you to do this by identifying hazards and implementing appropriate controls. You are also obligated to have procedures in place to report workplace incidents within the required time frames.

Reporting of WHS information for MPC projects is an important process, which enables areas of concern to be identified and assurance secured that you are actively addressing hazards on your site. Incident information can also be used to raise awareness of identified or potential hazards and risks and to contribute to a proactive safety culture.

INCIDENT REPORTING PROCESS

1. Immediately following an incident, you are required to take the following action/s to:
 - a. make incident site safe
 - b. initiate emergency and/or first aid response (as required)
 - c. prevent escalation and preserve incident site, and
 - d. record incident details.
2. Principal Contractors must report all WHS incidents (actual or near-misses) on MPC project sites to the MPC Project Officer and cc: MPCWHS@act.gov.au. In making this initial report, you must provide the following information:
 - a. what occurred
 - b. what was the outcome, i.e., was anyone injured and what level of treatment was required?
Details about the incident where there was no injury.



- c. if you have reported the incident to WorkSafe ACT
- d. the root cause and contributing factors to the incident, and
- e. control measures to be implemented to prevent a recurrence.

If you do not have all of the above information immediately, still report the incident as soon as possible.

3. The following incident types must be reported to WorkSafe ACT immediately:

- a. the death of a person, or
- b. the serious injury or illness of a person, or
- c. a dangerous incident.

It is the responsibility of the Principal Contractor to ensure all notifiable incidents on MPC project sites are immediately reported to WorkSafe ACT and MPC Project Officer.

4. You are responsible for investigating the incident that occurs on your worksite and taking the appropriate corrective actions. Copies of your incident reports (initial and closure) must be submitted to the MPC Project Officer and MPCWHS@act.gov.au, so that MPC has assurance that you are actively addressing hazards on your site and there is less likelihood of the incident recurring.

FURTHER INFORMATION

If you require further information, please contact your MPC Project Officer or the MPC WHS Team via email: MPCWHS@act.gov.au

MPC will maintain privacy and confidentiality of personal and health information in accordance with MPCs privacy statement and ACT privacy legislation.