

SAFETY ALERT

SafeWork Notifiable Incidents



Date: 08/09/2026

ID/Ref #26-002

The University must notify SafeWork NSW immediately after becoming aware of a notifiable incident.

What is a Notifiable Incident?

Under the NSW Work Health and Safety Act 2011, certain workplace incidents must be immediately reported to SafeWork NSW. A notifiable incident includes:

- The death of a person.
- A serious injury or illness.
- A dangerous incident (Near Miss) that exposes a person to a serious health or safety risk.

Where a contractor is involved in an incident, the University still needs to ensure the incident is notified.

Dangerous Incidents:

The Near Misses We Must Not Miss

An incident can be notifiable even when nobody is injured. Examples include:

- Uncontrolled chemical spills or releases.
- Fire or explosion.
- Electric shock.
- Uncontrolled release of gas, steam or pressurised substances.
- Objects, plant or equipment falling from height.
- Structural collapse or partial collapse.
- Failure or malfunction of authorised plant or equipment.

What Should You Do?

If you believe an incident or near miss may be notifiable:

1. Ensure any immediate medical assistance and emergency response requirements are met
2. If not advised already, contact Security Services and secure the incident area.
3. Do not disturb the incident site unless necessary to:
 - Assist an injured person
 - Make the area safe & minimise the risk of a further incident
4. Contact the Health, Safety and Wellbeing (HS&W) Team as soon as possible and assist in collecting relevant information to notify Safework NSW.

5. Submit an AIMS Report*

6. HS&W Team will contact Safework on behalf of the University

Need Advice?

If you are unsure whether an incident is notifiable, contact the HS&W Team.

After Hours – Megan Clark	0418 492695
HS&W Team	4033 9999 #5
Ilana McKeough	4055 0870
Tim Nisbet	4055 1976
Deb Edmunds	4055 0660
Sophia Brisley Fletcher	4055 3347

Learn More

Scan the QR code or visit SafeWork NSW's incident notification webpage for further information.



* Records of notifiable incidents must be retained for at least five years and will be maintained in AIMS.