



## **Health and Safety Management System (HSMS)**

### **Element 5 Incident and Injury Management**

#### **1. Intent and Scope**

The University is committed to the prevention of injury, illness and incident and will ensure the Health and Safety Management System (HSMS) provides for effective incident notification, injury prevention and management, and reporting.

The University supports primary care by encouraging timely and supportive incident and injury notification to facilitate early intervention, and the safe and early return to work of all employees following work related and non-work related injury or illness. A network of support internally and externally is maintained, to ensure that rehabilitation of injured or ill employees is initiated, monitored and progressed.

In the event of incidents involving injury or near miss, the University will appropriately investigate to identify possible root cause and ensure actions and controls, so far as practicable, mitigate future occurrences.

This Element applies to all staff, students, visitors (including volunteers and contractors), Council members, and other persons interacting with the University of Newcastle (workers); the operations of staff of University aligned Research Centres and controlled entities; and all activities conducted by or on behalf of the University of Newcastle on and outside of the University's campuses.

#### **2. Key Commitment and Actions**

- The University encourages timely and supportive incident and injury notification through collaboration with management, and education initiatives promoting early notification and available support.
- Mechanisms are in place for effective investigation and appropriate consultation with workers regarding injuries, illness and incidents and for the implementation of corrective and preventive actions. Appropriate and regular review of incident and injury related data with regulators and insurers is used to identify trends and best practice management of injured and ill workers.
- The University facilitates appropriate notification and reporting of the findings and corrective actions for prevention of further events. The data from reporting platforms complies with legislation and provides statistical information and can be used for hazard control, risk management and incident prevention programs.
- Management supports timely notification of potential notifiable and critical incidents, coordination of appropriate response, and review post close-out to identify opportunities for improvement and to ensure effectiveness of controls.

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### 3. Associated Guidelines and Related Documents

[HSG 5.1 Health, Safety and Wellbeing Incident Notification and Investigation](#)

[HSG 5.2 First Aid](#)

[HSG 5.3 Emergency Response](#)

[HSG 5.4 Return to Work Program - Injury Management](#)

[HSG 5.5 Non-Workers Compensation Injuries and Illnesses](#)

[University of Newcastle Work, Health and Safety Policy](#)

### 4. Amendment History

Version	Date of Issue	Approval	Section(s) Modified	Details of Amendment
2	October 2016	Manager Health and Safety	All	Element 7 Incident Management
3	June 2023	CPCO	All	1. Renumbered and renamed from Element 7 to Element 5 Incident and Injury Management 2. Updated all content in Intent and Key Commitment and Actions, including feedback from staff consultation 3. Added new/renamed Associated Guidelines 4. Added Amendment History 5. Amended document control header and footer
4	July 2023	CPCO	Intent	Emphasis on root cause added