14.06 Notification of Injuries and Fatalities Operational Procedure

Section 1 - Purpose and Objectives

(1) To establish an accountable and consistent reporting process for making incident notifications to Worksafe Victoria where CFA members are seriously injured or die relating to the course of CFA duties.

Section 2 - Scope

(2) This procedure (SOP) applies to all CFA members and contractors in attendance at fires and incidents where a serious injury or fatality has occurred.

Section 3 - Procedure

Notifiable Incident

(3) A Notifiable Incident is defined in Part 5 of the Occupational Health and Safety Act 2004 as an incident in a workplace involving:

a. a death; and/or
b. a serious injury that results in a person:
    i. requiring medical treatment within 48 hours of being exposed to a substance;
    ii. requiring immediate treatment as an in-patient in hospital;
    iii. requiring immediate medical treatment in the event of amputation, a serious head or eye injury, a de-gloving, a scalping, an electric shock, a spinal injury, loss of a bodily function or a serious laceration; and/or
c. a near miss involving:
    i. registered or licensed to operate plant;
    ii. explosives;
    iii. mines;
    iv. structure collapse;
    v. trench failures;
    vi. spillage or leakage of any substance including dangerous goods; and/or
    vii. objects falling from height.

(4) Serious near misses that expose person(s) to immediate risk, serious injury and death, are notifiable incidents and reportable to WorkSafe Victoria as part of an employer's obligations under the Occupational Health and Safety Act 2004.

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CFA Member Actions

(5) CFA members who are involved in a potential notifiable incident shall ensure the following actions are undertaken:

a. Immediately notify the Next in Charge or Incident Controller of the incident;
b. Only the CFA OHS Duty Officer is responsible for reporting the notifiable incident to WorkSafe Victoria;
c. Preserve the site until advised otherwise by the CFA OHS Duty Officer; and
d. Render all assistance to injured persons.

Incident Controller Actions

(6) Where a suspected notifiable incident has occurred where CFA is the control agency, the Incident Controller shall ensure the following actions are undertaken:

a. Notify Firecom. (NOTE: In the case of a CFA casualty ensure that no information is passed over open communication channels that will identify members involved or circumstances surrounding the fire or incident);
b. Ensure a signal 27 is sent;
c. Ensure medical assistance is provided to casualties;
d. The site must be preserved until a WorkSafe Victoria Inspector or CFA OHS Duty Officer provides other directions, including where practicable ensuring entry and firefighting activities are restricted to a minimum;
e. Welfare services are made available to CFA members attending the scene.

(7) Where an incident occurs during non-operational brigade activities, the Captain or Next in Charge must immediately notify the State Duty Officer (SDO) via telephone.

State Duty Officer (SDO) or District Duty Officer (DDO) Actions

(8) The SDO (or District Duty Officer (DDO) where the District has decoupled from the State arrangements) is responsible for making an initial assessment that an incident is notifiable. Upon notification from Firecom, the SDO/DDO shall ensure the following actions are undertaken:

a. Collect the facts and determine if the incident meets the criteria for being a notifiable incident. Where necessary or where there is doubt seek advice and guidance from the CFA OHS Duty Officer.
b. Notify the CFA OHS Duty Officer is notified on (03)92628668. Only the CFA OHS Duty Officer is responsible for reporting the notifiable incident to WorkSafe.
c. Notify Victoria Police and request to attend the scene. In the case of a CFA fatality, the SDO should liaise with Victoria Police so that appropriate arrangements are made for the notification of the family of any CFA member.
d. Notify Fire Investigators and request to attend the scene, if appropriate.
e. Notify the CFA State Agency Commander (SAC)
f. Notify the CFA Assistant Chief Fire Officer (ACFO) of the relevant District

CFA OHS Duty Officer Actions

(9) If the incident meets the criteria of being a notifiable incident, the CFA OHS Duty Officer shall ensure the following actions are undertaken:

a. Notify the CFA Manager, Health and Safety; and
b. Notify WorkSafe Victoria on 132360, providing them with the CFA SDO/DDO details in order to relay any directives from WorkSafe to the relevant Incident Controller and/or Captain; and
c. Inform the CFA Health and Safety team via email to worksafenotification@cfa.vic.gov.au.

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CFA Manager, Health and Safety Actions

(10) The CFA Manager, Health and Safety will:

a. provide written notification to WorkSafe of the incident within 48 hours.

Section 4 - Definitions

(11) Commonly defined terms are located in the CFA Centralised Glossary.

Section 5 - Related Documents

(12) HS13 Post-Incident Management Procedure

(13) J08.01 Occupational Health & Safety (OH&S) Hazard, Incident and Investigation reporting - Major Emergencies

(14) Is my Incident Notifiable? Occupational Health and Safety Act 2004 (Vic) - Part 5

(15) Aviation Safety Share No. AS-002 (16 February 2023)

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Status and Details

Status	Not Yet Approved
Effective Date	To Be Advised
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Approval Authority	
Approval Date	To Be Advised
Expiry Date	Not Applicable
Accountable Officer	Garry Cook Deputy Chief Officer Operational Response & Coordination
Responsible Officer	David Harris Assistant Chief Fire Officer - Occupational, Health & Safety
Author	Tracey Parkhill
Enquiries Contact	Operational Response and Coordination

Glossary Terms and Definitions

"CFA member" - Refers to all CFA volunteers, volunteer auxiliary workers, officers, employees and secondees.

"Next in Charge" - Next in Charge - the supervisor or manager directly in charge of a CFA member or Labour Hire Contractor e.g. for a volunteer this would be a Lieutenant, Captain, Deputy Group Officer, Group Officer or Commander; for an employee / labour hire contractor this would be their direct manager.

"Firecom" - The callsign for day to day / normal radio communications to CFA vehicles and aircraft.

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