

HAZARD ALERT

ELECTRICAL INCIDENT NOTIFICATION

30 April 2021

REFERENCES:

WHS Act 2012 (SA) Sections 19, 20, 21, 27-29 and 35-39
CSH&W SA Procedure (2) V4 – Incident Reporting & Investigation

OBJECTIVE:

To communicate a reminder to all Catholic Church Endowment Society Inc. (CCES) sites of the requirements for reporting electrical incidents and the importance of retaining (not disposing of) the electrical equipment involved.

BACKGROUND:

Over the past six months there has been a number of electrical incidents, with the majority of these being electric shocks. In some cases, it has been weeks before CSH&W SA was aware that these had occurred. In addition on at least two occasions, the electrical equipment involved was disposed of.

CSH&W SA undertake liaison with SafeWork SA in regards to notifiable incidents on behalf of the site. We can only do this when we are made aware of such incidents occurring.

The timely reporting of electrical related incidents cannot be stressed enough. The CSH&W SA Incident Reporting & Investigation Procedure (2) requires these type of incidents to be reported immediately to CSH&W SA. In addition, this procedure clearly details requirements for 'Scene Preservation'. The incident scene can only be disturbed in very specific circumstances such as for the purpose of rescue, retrieval, minimising risk, police investigation or direction from an inspector.

Failure to report a notifiable incident to SafeWork SA can result in significant penalties including a maximum penalty of **\$10,000** for an individual and **\$50,000** for a body corporate.

Failure to preserve an incident site can result in significant penalties including a maximum penalty of **\$10,000** for an individual and **\$50,000** for a body corporate.

SITE REQUIREMENTS

- Any incident involving electricity must be immediately reported to CSH&W SA through your WHS Consultant. If this occurs after normal business hours the following number is to be called, CSH&W SA Executive Manager on 0417 534 020.
- Any equipment involved in an electrical incident must not be thrown away / destroyed (e.g. cutting off the plug). This equipment is to be made safe, tagged out of service / do not operate and secured. The area where the incident occurred must be left as it was when the incident occurred until your CSH&W SA WHS Consultant or a SafeWork SA Inspector releases the scene.

REQUIRED ACTIONS:

- Sites to raise this at their next staff / team meetings to ensure these requirements are communicated to all workers.

For enquiries or further information please contact your WHS Consultant at CSH&W SA