

Process Flow Chart Incident Reporting and Investigation (2)

020T (February 2023)

Task	Process	Resource	Links	
Notifiable incidents must be reported to CSH&W				
SA immediately and the scene not disturbed				
Incidents/injuries reported in incident database				
within 24 hours		043F/	Incident and	Incident Database
		011G	Investigation Report Form (043F)	Reporting Guideline (011G)
Investigations commenced within 48 hours			Incident and	
		043F/	Investigation Report	Behaviour Management
		005T	Form (043F)	Flow Chart (005T)
Corrective actions implemented				
		039G	WHS Risk Assessment	
			Matrix Guideline (039G)	
For serious or significant incidents formal or	↓			
informal debriefing may be required for all				
workers				