

# Gold Coast Archery Club Inc Safety Policy

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<b>Policy Name:</b>	<b>Gold Coast Archery Club In Safety Guidelines</b>
<b>Effective</b>	5 February 2020
<b>Policy Number</b>	1
<b>Edition</b>	1

# Gold Coast Archery Club Inc Safety Policy

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## **Purpose**

The aim of this document is to provide a set of minimum safety standards that allows the sport of Archery to be practised in a safe and professional manner by Gold Coast Archery Club Inc

Archery safety is a matter of exercising common sense, good judgement and courtesy.

All members are responsible for their own safety and the safety of others. All members should read, understand and abide by this Safety Policy.

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## Section 1 Terms and Definitions

Field of Play	The area designated as the venue where archery is practiced it may also be referred to as the range.
Field Course	A series of targets located throughout a bushland setting that is numbered sequentially starting from target 1.
Member	Any financial member (affiliate) of Archery Australia, Full Member, Temporary member, Associate Member, or Life Member.
Visitor	Any member of the public who visits an Archery Club. Visitors intending to undertake any shooting must be recorded as a Temporary member.
Bow	Generic term which refers to any type of archery bow used; Recurve, Compound, Longbow, Bare bow or Crossbow.
Arrow	Refers to a shaft (constructed primarily of wood, fibreglass, carbon, or aluminum), consisting of a nock on one end to attach the shaft to the string and a metal point on the other end. This covers both bare shafts and fletched shafts.
Bolt	Name given to any projectile shot from a crossbow. Bolts will be referred to as arrows in this policy.
Release Aid	Any device used (other than the fingers on the hand of the archer) to hold the string and draw the bow and, which can then release the string after some type of triggering system is activated.
Target	Name of the piece of equipment comprising of a butt, stand and target face/s.
Target Butt	The part of a target designed to stop and hold the arrows.
Target Faces	The coloured paper attached to the front of a butt.
Clout	Style of shooting where arrows are shot over long distances at a triangular marker on the ground that is known as the Clout. Depending upon equipment, age and gender distances shot are from 100 metres to 180 metres.
FITA	Federation Internationale De Tir an L'Arc, (International Archery Federation) the governing body for international archery events as adopted by the Club.
AA	Archery Australia, the governing body of archery in Australia.
RGB	The state or recognised governing body. Clubs are registered to Archery Australia through an RGB.

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## Section 2 General Safety

- Gold Coast Archery Club Inc undertake a regular Risk Analysis of their facilities and activities to identify any potential risks and hazards. The risk analysis should be conducted in line with the Archery Australia Risk Management Policy and follow the Archery Australia Risk Management Procedure.
- If there is an identified risk the club should develop an action plan to manage the identified risk.
- If there is the possibility of uninvited public access onto the venue, warning signs and flags must be erected to warn and protect members of the public.
- Shooting must cease immediately if a member of the public or an animal (such as a dog) crosses the shooting range or moves behind the target butts. Shooting may not recommence until all members of the public or animals have reached a safe area. **Be courteous to members of the public at all times.**
- The safety policy should be distributed to all members and be prominently and publically displayed.
- The evacuation procedure to be followed in the case of an emergency. see appendix 1
- In accordance with the Archery Australia Constitution and Shooting Rules and the Archery Australia Public Liability Insurance policy, only members (affiliates) of a club registered to Archery Australia through their RGB are permitted to shoot or undertake archery activities on any club ground or identified facility used by the club. A visitor or non-member to the club who undertakes any shooting activity must be a Temporary Member of Archery Australia.
- An Attendance Book, must be signed by all members, temporary members, and visitors attending the Club in order to validate attendance for the Archery Australia Insurance policy.
- Members who invite guests to the Club must ensure their guests comply with all safety rules. If the visitor intends to shoot they must become a Temporary member.
- Shooting in residential areas, including your own residential property is discouraged and not recommended. Such shooting is not covered by the Archery Australia Public Liability Insurance policy.
- Covered footwear must be worn at all times while engaging in the practice of archery. Sandals or open toed shoes are not permitted while shooting or on the Field of Play.
- Alcohol and drugs must not be consumed by anyone prior to or while shooting. No person may shoot when under the influence of alcohol or drugs.
- Headphones or ear coverings must not be worn while shooting or on the Field of Play, this may prevent an archer hearing any warning signals.
- Armguards, chest protectors and tight-fitting clothes are recommended for personal safety.

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- Bows must never be drawn back with an arrow fitted unless the bow is pointed toward the targets and the field of play is clear of archers and officials.
- The practice of drawing a bow or adopting a shooting technique that allows the bow to be drawn back and raised higher than the top of a target butt is considered to be unsafe and must not be used.
- Never aim a bow, loaded or otherwise, at another person.
- Never run on the Field of Play - walking pace only, particularly while carrying arrows.
- When crossing the Field of Play always walk behind all archers on the shooting line. Do not ask a fellow archer to cease shooting so you may cross in front.
- Be careful not to disturb neighbouring archers when shooting or leaving the shooting line. Avoid poking other archers with bow limbs or stabilisers.
- Archers must regularly check and maintain their equipment. Archers should inspect equipment for cracked limbs and risers, damaged arrows, frayed strings and damaged nocks. It is the archer's responsibility to ensure their equipment is safe to be used.
- Always use matched arrows.
- Never dry fire a bow (i.e. firing a bow without an arrow attached to the sting).
- All shooting should be under the control of a Director of Shooting, in or suitably qualified and experienced club official.
- All organised shooting should be controlled by sound signals (whistle or hooter blasts) or voice command by the Director of Shooting (DOS)
  - **Two Blasts:** Come to the Shooting line
  - **One Blasts:** Commence shooting
  - **Three Blasts:** Stop shooting, retrieve & score arrows
  - **Multiple Blasts:** (5 blasts or more) Danger, stop shooting immediately.
- Never move forward to collect your arrows before directed to by the Director of Shooting, or suitably qualified and experienced club official.
- When approaching a target, look for arrows that may be lodged in the ground.
- Approach the target from the sides to avoid arrows lodged in the ground or in the target
- When pulling arrows from the target, ensure there is no one standing in front of the arrows and always pull arrows out while standing to the side of the butt.
- A maximum of two archers are to remove the arrows at a time, one from each side (one person removes from the left side, one from the right). Always use the method of withdrawing arrows from the target prescribed Archery Australia method.
- Never pull an arrow from the target butt toward your face.
- Always use two hands when drawing arrows from the target and always use the method prescribed in the Archery Australia method.

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- If shooting Barebow it is strongly recommended that an arrow must not be drawn above the cheekbone, this is a potential eye hazard particularly with a mis-shot arrow.
- When shooting on a field course and you are looking for a missed arrow, archers must prop their bow up against the front of the target. This will warn following archers that the field target is still in use. This applies in both practice and competition.
- At no time shall a person cause any interference to an archer or their equipment whilst they are shooting.
- A First Aid Kit is available in the Clubhouse
- Club Check List -
  - First Aid Kit
  - Attendance Book
  - Sun Screen
  - Water or Drink Supply
  - Emergency Contact List
  - Safety Policy

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## Section 3 Personal Equipment Safety

- **Arrows**

- Arrows should be inspected for damage regularly, preferably after each end, particularly carbon arrows.
- Arrows should be matched being the same type, size, and length, fitted with the same points, nocks and fletches (vanes).
- Only arrows designed for target or field shooting must be used. Hunting arrows must never be used at an Archery Australia Club.

- **Recurve Bow**

- The bow must be inspected each time you shoot for damage; such as cracks or faults.
- The bow should be strung only in an approved and safe manner.
- The bowstring should be checked for damage, wear, or faults prior to shooting.
- Arrow rests should be checked for damage or wear prior to shooting.

- **Compound Bow**

- The bow must be inspected daily for damage, cracks or faults.
- The bowstring and cables should be checked for damage, wear or faults prior to shooting.
- Arrow rests and accessories should be checked for damage, wear or faults prior to shooting.
- An experienced and trained person should only carry out maintenance on a compound bow using appropriate equipment.

- **Crossbow**

- Only crossbows, which confirm with Archery Australia and WCSA rules, can be used within Archery Australia clubs.
- Any person shooting a crossbow must be able to provide any permits required by law appropriate within that State.
- Any unattended crossbow must be left in a secure state.
- A loaded crossbow must never be placed on the floor or ground.

### **Release Devices**

- Release devices must be of sound design, inspected regularly and in good working order.
- If the release aid uses a rope to hold the string or a loop attached to the string the rope or loop must be inspected by the archer prior to commencing and on a regular basis and changed when any signs of excessive wear are found.

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## Section 4 Individual Practice

### Target and Indoor Practice

- Ideally all target ranges should be setup with a permanent shooting line and staggered targets with archers shooting and moving forward to score together.
- Where this is not possible and permanent targets butts are used with a staggered shooting line a safety zone must be established (refer Section 5).

### Field Practice

- A field course is to be travelled in only one direction (with target butts ascending in numerical order).
- Archers may only enter and exit the field course via an approved entry / exit point and must keep to the marked tracks.
- It is recommended that a notice board or book be used where archers entering the field course for practice write their name and time of entry and erase it at the completion of their shooting.

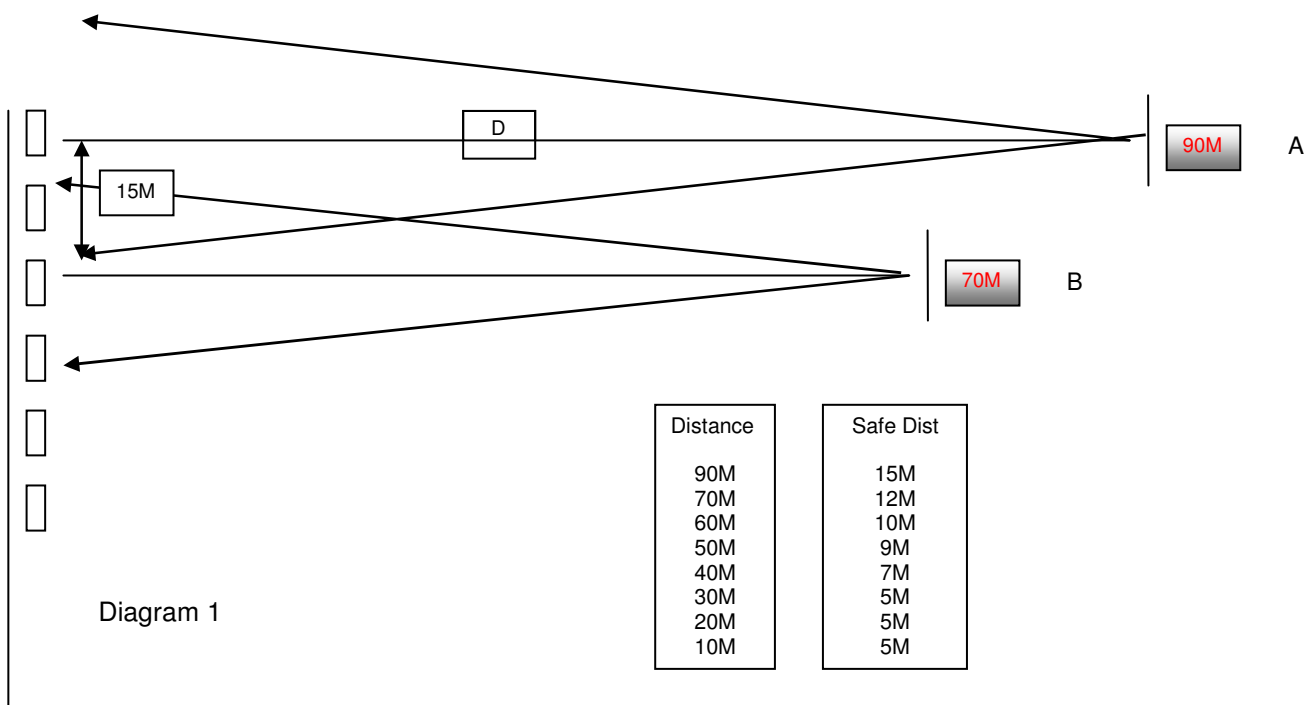


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## Section 5 Field of Play Layout

### Target Field of Play

- Ideally the field of play should have a backstop such as mound or fence or both behind the target to stop arrows that may miss the target.
- If a fence is to be used it should be constructed of such material to stop an arrow but also prevent undue damage to the arrow.
- If a backstop and /or fence are not available there must be a cleared area of no less than 50m behind the longest target. This area should be fenced or sign posted or both to prevent vehicle or pedestrian access.
- There should be a clear zone of no less than 20m either side of the Field of play. This area should be suitably fenced and/or sign posted.
- Ideally to prevent archers having the sun in their eyes causing a hazard all shooting in Australia should be toward the south.
- If the field of play is set-up using permanent target butts with a movable shooting line the club must develop shooting rules to ensure safety zones are enforced between targets.
- This safety zone must be established with a minimum of an overshoot zone funnel (refer Diagram 1).



To calculate "safe" distances between targets

Distance between centre of targets = (D) Distance divided by 6

- Archers from joining targets must not shoot or enter the overshoot zone of another target.

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## Dividing the Field of Play into ranges

After you have determined safe shooting zones, you can use this information to divide a Field of Play into various ranges to allow for the safe shooting of various distances simultaneously.

A safe shooting zone is defined by the distance divided by six.

The range distance is then divided by 9 to establish a safe buffer area. The next safe shooting zone may be selected, depending upon shooting distance.

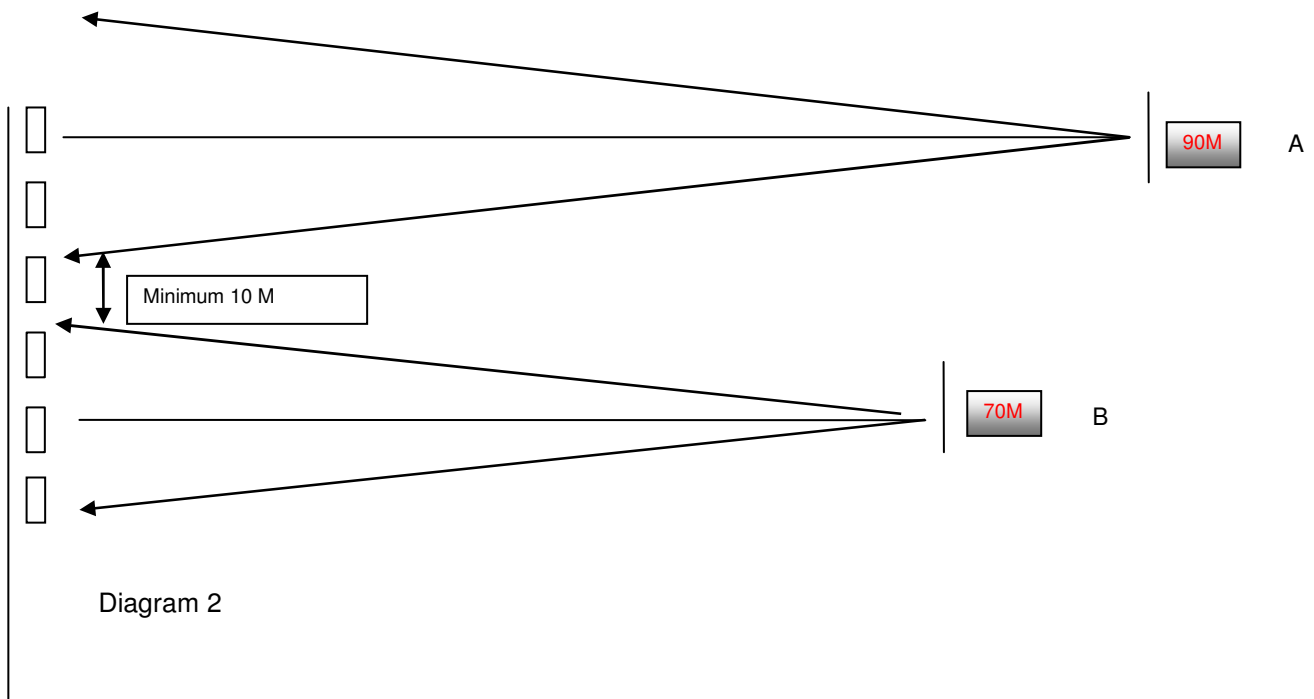
Please note: - Safe shooting zones may overlap. But an archer must never shoot or enter an unsafe area.

## Safe Division of Field Of Play

The longest distance being shot next to the division is divided by 9

Shooting distance	Separation from closest safety area
90M	10M
70M	8M
60M	7M
50M	6M
40M	5M
30M	4M
20M	2.5M

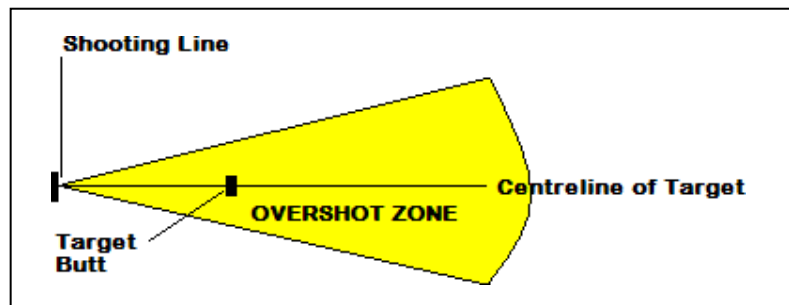
The safety area is measured from the point where the unsafe area ends to the same point for the next archer.



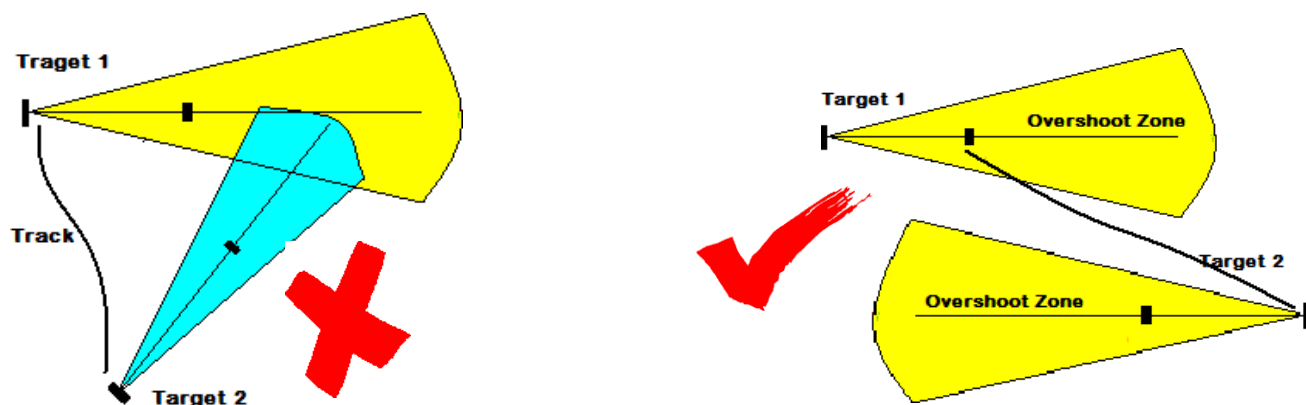
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## Field Course Field of Play

- For safety the field course should be laid out to ensure there is no possibility of arrows overshooting into another target shooting/overshoot zone.
- The course should be set out so competitors can easily follow paths and tracks without straying into another target lane or overshoot zone.
- To prevent overshoot hazards each target should be set up using an overshoot zone funnel.



- This overshoot zone should be the same as target archery (50m) unless mounds or backstops are used.
- Extra distance must be added to the overshoot zone when shooting up hill, the steeper the angle the longer the overshoot zone.
- Extra care must be taken if rocks and landscape are within the overshoot zone that may cause a missed arrow to skip or ricochet. This is particularly important with down hill shots.
- The use of backstops and blinds should be considered for steep uphill shots or down hill shots where rocks and landscape may cause skips and ricochets.
- A field course should be set up to ensure there is no possibility of a competitor straying from one target into an overshoot zone of another target.
- A field course should also be designed to avoid placing targets in the overshoot zone of another target.



- If a club is unable to comply with safety zones they should undertake a risk analysis, establishing an action plan to overcome any deficiency.

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## Section 6

### Tournaments

#### Target, Indoor and Clout Tournaments.

- Target tournaments must be held under the direction and supervision of the Director of Shooting (DOS).
- All tournaments must be controlled using a sound signal, control lights and digital timing is an additional option.
- Archers must only remove an arrow from their quiver and load the arrow on the bow when on the shooting line.
- If an arrow falls forward of the shooting line, the archer must wait until all shooting has finished to retrieve an arrow.
- When archers have completed shooting their end, they must step back from the shooting line (behind the waiting line if provide) so that the Director of Shooting has an unobstructed view.
- If a Waiting Line is not provided archers should step back a minimum of 5 metres behind the Shooting Line when completed shooting.
- When shooting Clout, care should be taken when approaching the Clout. Look for arrows that have fallen short. Non-scoring arrows should be stood up and stuck in the ground by the first person encountering them.
- If a staggered shooting line is being used in Clout, ensure a safe distance is allowed between the multiple clout shooting lines.

#### Field Tournaments.

- The field course is to be travelled in only one direction (with target butts ascending in numerical order).
- Archers may only enter and exit the field course via an approved entry / exit point and must keep to the marked tracks.
- There should be no skipping of targets. If archers are held up they should ask permission to shoot through. There must be no doubling-back.
- Archers must never walk back along tracks.
- No archer is to move forward of the shooting position until all archers have shot all their arrows.

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## Section 7 Tournament Cancellation and Postponement

This policy clearly identifies the course of action that must be taken in the case of excessive, inclement or dangerous weather conditions or an emergency.

These weather condition could include – heat, rain, wind, hail and lightening.

As archery is largely an outdoor sport care must be taken and appropriate action undertaken to ensure the safety of competitors, officials and spectators in extreme weather conditions.

### **HEAT**

In extreme heat conditions it is strongly recommended that WBGT Heat Stress level is checked about every 15 minutes.

Ideally tournament organisers should be using a Heat Stress Testing device and should cancel or postpone the event when the WBGT reaches the prescribed danger level, refer Archery Australia Heat Stress Guidelines.

Archery being an “outdoor” sport, the risk of heat exposure is ever present. Archers are responsible for their own safety and should take appropriate precautions such as wearing appropriate clothing, hats and long sleeve shirts, use sun screen and drink water on a regular basis.

Tournament organisers should be provided with shade behind the “Waiting Line” at tournaments and provided access to water. For club activities, clubs should consider setting up a shelter along the Shooting Line.

During tournaments archers spend the majority of the time on the field of play moving too and from the targets and scoring, extra care should be considered should as the use of umbrellas

Organisers of tournaments should also consider the tournament program and an earlier starting time of events to avoid the “heat of the day” or program the tournament outside of times of the year subject to extreme weather conditions.

### **RAIN**

Archers are well known for their ability to “soldier on” in rain and wet conditions. Generally it is commonly accepted that rain should not cause a cancellation or postponement but the Organising Committee should consider the general safety of competitors, officials and spectators.

Consideration should be given to slip and trip hazards, damage to personal and tournament equipment. In cold and wet conditions consideration should also be given to hypothermia.

As power is required for many tournaments consideration should be given to the hazard of water and electricity and appropriate action taken.

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## **WIND**

As archery is generally an outdoor sport, wind is ever present and generally an unavoidable part of archery.

Strong gusty winds create hazards in archery, such as blowing arrows from arrows rests, blowing over telescopes, umbrellas, tents, target butts and causing objects to become air borne.

Air borne objects create a major hazard with people being struck. As a general rule when wind gusts reach the maximum recommended threshold (refer to your local Work Cover Authority) shooting should stop and archers, officials and spectators should leave the Field of Play.

## **HAIL**

Although not common hailstorms do present a potential risk for serious injury. In many cases hailstorms arrive without warning, although accompanied by dark storm clouds. .

Archers, officials and spectators should be immediately evacuated to a sheltered area until the storm has passed.

## **LIGHTNING**

Lightning poses a major risk, at the first sign of lightening even in the distance all shooting should immediate cease and the Field of Play should be evacuated until the threat has passed.

## **EMERGENCY PROCEDURE**

Clubs, Recognised Governing Bodies and Tournament Organising Committee's should consider developing an evacuation procedure for each venue. This should be clearly displayed and should be followed in the case of an emergency.

A First Aid Kit should always be available and for major events a trained and certified First Aid provider should be in attendance.

A list of emergency numbers and a telephone should be readily available.

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## Section 8 Club and Social Shoots

- All organised shooting at a club must be carried out at the direction of a Field officer or suitably trained and experienced Club Official.
- Archers must pay attention to and cooperate with Officials at all times.
- If a staggered shooting line is to be used then adequate separation and safety zones between targets must be provided.

## Section 9 Working Bees and Club Maintenance

- All shooting should be stopped during working bees and club maintenance. **“A RANGE CLOSED”** sign should be displayed prominently.
- When general maintenance is being undertaken, shooting will take place at the discretion of the Field Captain or suitably trained and experienced Club Official.
- When using lawn mowers and other similar equipment only experienced and authorised persons should operate this equipment.
- While using electrical or other power equipment during working bees and general maintenance, those using the equipment are responsible for their personal safety and the safety of those in proximity to the work being undertaken.
- When undertaking works more than 1.8 m off the ground, or work, which involves overhead power lines, extra care must be taken and the use of safety harnesses should be considered. Always carry out work with the assistance of other members and with the approval of the Club Executive.
- Power tools and electrical equipment must be checked regularly to ensure they are in safe working order.

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## Section 10 Risk /Hazard / Incident / Near Misses

Definitions;

Risk	The probability that exposure to a hazard will lead to a negative consequence
Hazard	Something that potential to cause harm
Incident	Exposure to a hazard that has lead to injury or loss
Near Miss	Exposure to a hazard without consequence.

### Risk Register

Gold Coast Archer Club Inc maintains a Risk Register that is kept on site. The Risk Register is reviewed each year for currency. The Risk Register must be updated in the event of;

- Identify a new hazard
- An Incident occurs that has identified a new risk or hazard

### Hazard Report

A Hazard Report is to be completed where a new hazard is identified. The likelihood and consequences and controls are to be addressed immediately and entered onto the Risk Register.

Sample Hazard report - Appendix 2

### Incident / Near Miss Report

Gold Coast Archery Club Inc has adopted the Archery Australia protocol for reporting accidents and injuries - Policy No 1025

All incidents are to be reported immediately on an incident report form - Appendix 3

All Incidents are to be entered onto an Incident Register - Appendix 4

Incident Report Forms are to be kept in a folder with the Incident register for a minimum of 7 years.

All incidents will be discussed and reviewed at the next scheduled management committee meeting and will be a standing agenda item.

All appropriate controls are to be undertaken and implemented where it is reasonably practicable

Incidents are to be notified to Archery Australia / Work Safe Qld for the following;

- dangerous incident
- serious Injury or illness
- a death

For Definitions of the above see Appendix 5



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## ACKNOWLEDGEMENTS

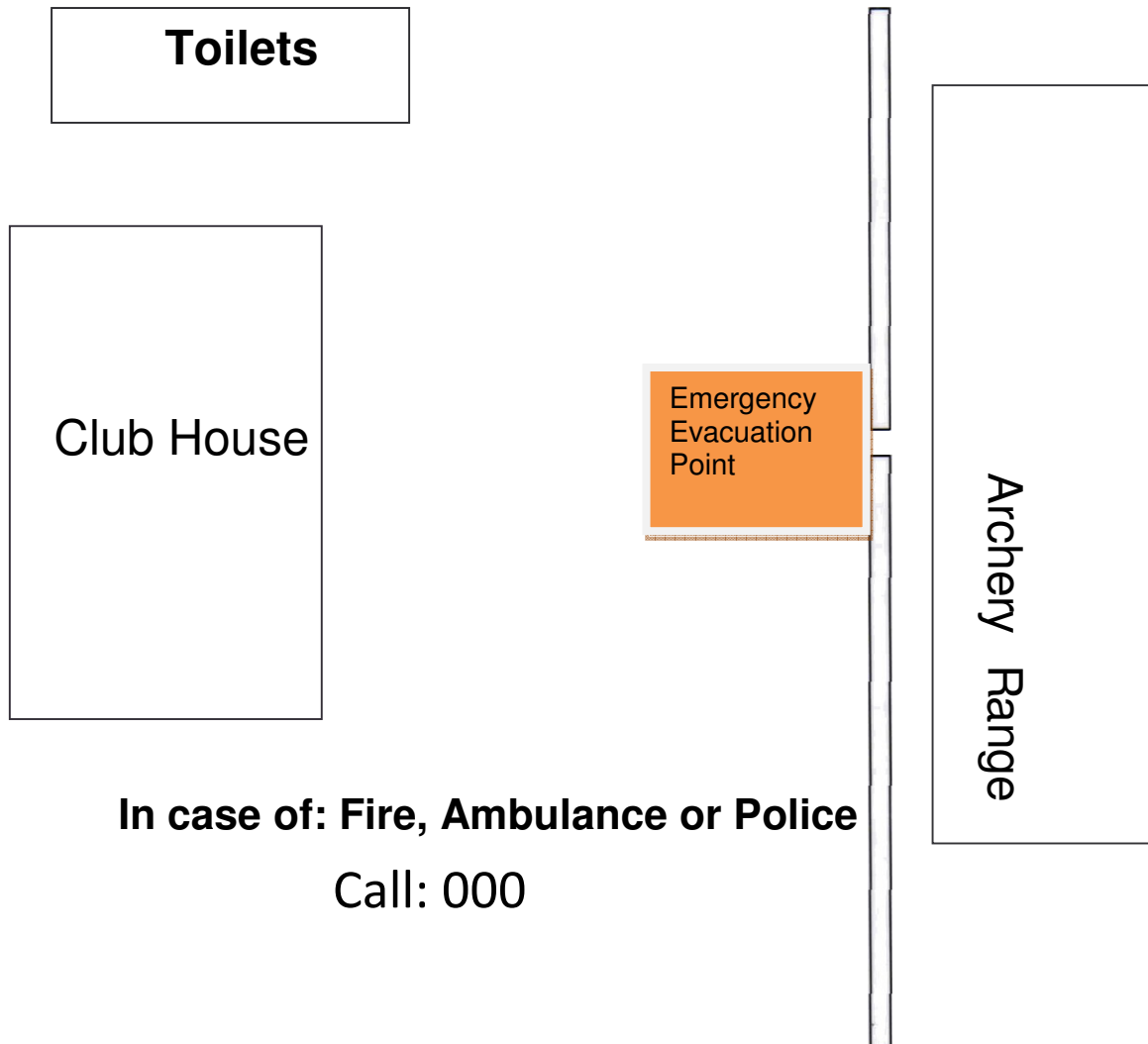
### Archery Australia

- Risk Management Resources for Clubs - Policy Number 1022
- Archery Australia Safety Guidelines - Policy 1018
- Protocol for Reporting Accidents and Injuries - Policy Number 1025

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## Appendix 1 Emergency Evacuation Procedure

- Remain calm & alert others of any danger
- Ensure the immediate safety of anyone near the danger Follow emergency procedures set out next to the sign in book
- In a major emergency - evacuate the area immediately  
Go directly to the Emergency Evacuation point (refer to map over-page)  
Do not leave the evacuation point unless given permission by the Director of Shooting44



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## Field of Play Safety Buffers – Warning Signage & Barriers Lower Golden Valley Park

Gold Coast Archery Club (GCAC) has operated their Field of Play at Lower Golden Valley Park since 1983 under arrangements with Albert Shire and subsequently Gold Coast City Council (GCCC). Until 2004, the Field orientation was to the south, after which it was re-oriented to the south-east, following significant re-profiling by GCCC to increase the number of shooting lanes for the (then) GCCC supported Pan Pacific Masters Games (PPMG), and to also redirect, and manage drainage from Golden Valley Road.

### Field of Play delineation

The Field is 80m x 40m as identified in green in Annexure A.

### Safety Buffers

In accordance with Archery Australia (AA) recommendations, a 20m side buffer at our maximum Range Distance of 70m, is required for safety and this buffer is adopted to the left and right boundaries of the Field of Play.

For the length of the Field of Play, AA recommends an Overshoot Safety Zone of 50m. Having regard to the specific topography, existing vegetation and customary utilisation of the Parkland by others, GCAC has adopted an extended Safety Zone of 80m.

Safety zone to the rear of the shooting line presents low risk as there is a clear view in excess of 100m from the only point of access over Annabel Creek.

### Warning Signage

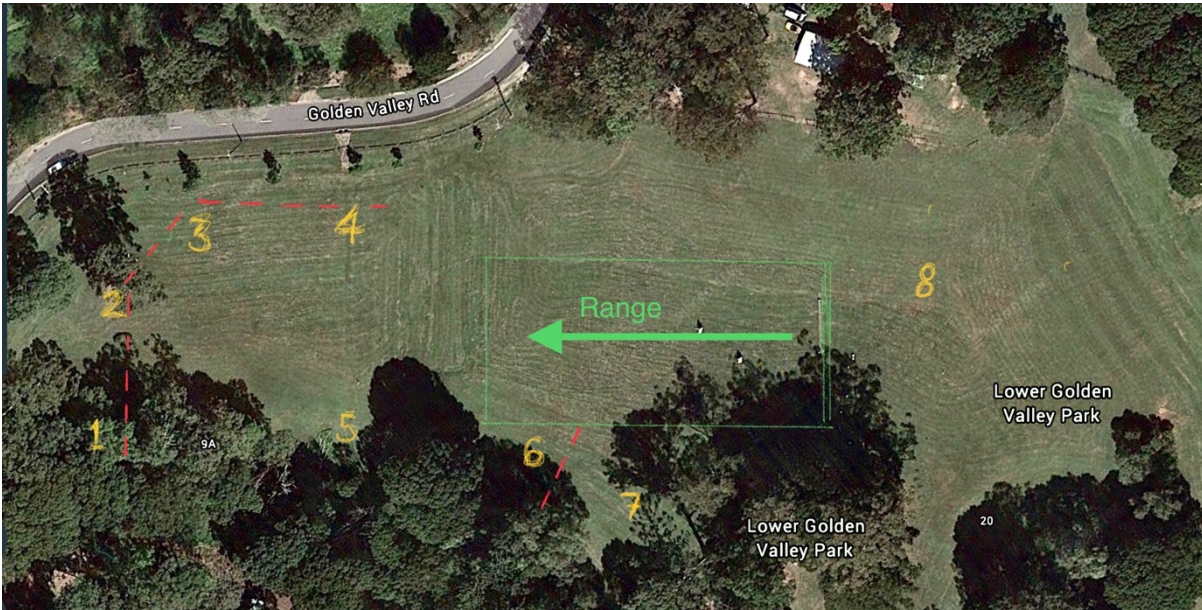
Temporary bright yellow Safety Warning Signs (Annexure B) including Red Flags are installed at the locations shown in yellow on the attached Annexure A at all times any shooting is conducted.

### Barrier Mesh

For formal Tournaments and Events such as Archery Australia & Australian Institute of Sport Ranking Rounds (for International or Olympic team selection) or Masters Games where any observed intrusion past Safety Signage would result in formal suspension of the Tournament or Event, orange barrier mesh is installed at the locations identified by dotted red line on Annexure A.

## Annexure A

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## Annexure B



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## Appendix 2

### Hazard Risk ASSESSMENT FORM

Risk Identified	
Incident History for Risk	
Describe the Consequences of Risk Occurring	
Consequence Rating	EXTREME      SERIOUS      HIGH      LOW
	Justification:
Likelihood Rating	LIKELY      POSSIBLE      UNLIKELY      REMOTE
	Justification:
Describe Existing Controls:	
Risk Matrix Rating	RED                      AMBER                      GREEN
	Justification:
Additional Treatment Needed?	Yes                      No
	If "No", why?

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Treatment Actions	Actions	Priority	Timeline
Priority (High, Medium, Low)  Timeline for Completion	1		
	2		
	3		
	4		
Responsibility	Action	Who is Responsible to Complete Actions?	
	1		
	2		
	3		
	4		
Residual Risk Level (after Treatment)	RED	AMBER	GREEN
Is the Residual Risk level Acceptable?	Yes	No	
	If "Yes", why?	If "No", where to from here?	
Communication Plan			

Date of Review			
Approved	Name:	Position:	
	Signature:		

## Appendix 3

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## INCIDENT / Near Miss REPORT FORM

<b>Event:</b> (outdoor / indoor shoot, social event)		
This Report is for (cross out that which is not applicable)		
<b>INCIDENT</b> that has occurred; or <b>Near Miss</b>		
<b>What Happened / Could Happen?</b>		
<b>How did it / could it happen?</b>		
<b>THIS SECTION COMPLETED FOR ACTUAL INCIDENTS</b>		
<b>When did it happen?</b>	<b>Date:</b>	<b>Time:</b>
<b>Were injuries sustained? Yes / No</b>		
<b>Who was Injured?</b>		
<b>What action undertaken?</b> (circle one)	1 <sup>st</sup> Aid	Ambulance
	Hospital	Doctor
<b>Injury Sustained?</b>		
<b>Incident Reported to:</b> (DOS, Committee Member (Name))		
<b>Incident Reported by:</b>	<b>Date:</b>	<b>Time:</b>
<b>Signed:</b>		
<b>Action undertaken to investigate cause / remedy</b> (attach investigation report & recommendations)		
<b>Reported to Committee</b>	<b>Date:</b>	
<b>Risk Management Assessment</b>	<b>Date:</b>	

Reported to Work Health Safety? (see Guidelines for Incident Notification): YES / NO  
If 'Yes', (Attach a copy of the Incident Notification Form)

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Appendix 4

## GCAC INCIDENT REGISTER

DATE OF INCIDENT	DESCRIPTION OF INCIDENT AND PERSONS INVOLVED	REPORTED BY	ACTIONS TAKEN	PERSON(S) ON DUTY AND POSITION(S) IN CLUB	DATE INCIDENT RESOLVED
Example 20/02/2017	Individual unable to provide ID at bar	Sarah Jones (bar server)	Individual refused alcohol – informed of club's legal responsibility	John Smith, Secretary	20/02/2017



## Appendix 5

### Guidelines for Incident Notification

(prepared by Work Safe Australia - Nov 2013)

The [Work Health and Safety Act \(WHS Act\)](#) requires the regulator to be notified of certain 'notifiable incidents'. This fact sheet will help you decide whether the regulator needs to be notified of a work-related injury, illness or dangerous incident under the Act.

Work health and safety regulators are committed to preventing work-related deaths and injuries. Notifying the regulator of 'notifiable incidents' can help identify causes of incidents and prevent similar incidents at your workplace and other workplaces.

#### The WHS Act

In summary Part 3 of the WHS Act requires:

- Immediate notification of a 'notifiable incident' to the regulator after becoming aware of it
- if the regulator asks—written notification with 48 hours of the request, and
- Preservation of the incident site until an inspector arrives or directs otherwise (subject to some exceptions).

Failing to notify is a criminal offence and penalties apply.

#### What is a 'notifiable incident'

A 'notifiable incident' as outlined in the WHS Act is:

- The death of a person
- A 'serious injury or illness', or
- A 'dangerous incident'

#### Serious injury or illness

Notification is required of a serious injury or illness of a person if they require any of the following.

Even if immediate treatment is not readily available, for example because the incident site is rural or remote or because the relevant specialist treatment is not available, the notification must still be made.

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Trigger	Example
Immediate treatment as an in-patient in a hospital	Admission into a hospital as an in-patient for any duration, even if the stay is not overnight or longer. <u><b>It does not include:</b></u> <ul style="list-style-type: none"> <li>• Out-patient treatment provided by the emergency section of a hospital (i.e. not requiring admission as an in-patient) and immediate discharge.</li> <li>• Subsequent corrective surgery such as that required to fix a fractured nose.</li> </ul>
Immediate treatment for the amputation of any part of the body	Amputation of a limb such as arm or leg, body part such as hand, foot or the tip of a finger, toe, nose or ear. <u><b>It does not include:</b></u> Bruising or minor abrasion or laceration to the skin.
Immediate treatment for a <b>serious</b> head injury	<ul style="list-style-type: none"> <li>• Fractured skull, loss of consciousness, blood clot or bleeding in the brain, damage to the skull to the extent that it is likely to affect organ/face function.</li> <li>• Head injuries resulting in temporary or permanent amnesia.</li> </ul>
Immediate treatment for a <b>serious</b> eye injury	<ul style="list-style-type: none"> <li>• Injury that results in or is likely to result in the loss of the eye or total or partial loss of vision.</li> <li>• Injury that involves an object penetrating the eye (for example metal fragment, wood chip).</li> <li>• Exposure of the eye to a substance which poses a risk of <b>serious</b> eye damage.</li> </ul> <u><b>It does not include:</b></u> Eye exposure to a substance that merely causes irritation.
Immediate treatment for a <b>serious</b> burn	A burn requiring intensive care or critical care which could require compression garment or a skin graft. <u><b>It does not include:</b></u> A burn that merely requires washing the wound and applying a dressing.
Immediate treatment for the separation of skin from an underlying tissue (such as degloving or scalping)	Separation of skin from an underlying tissue such that tendon, bone or muscles are exposed (de-gloving or scalping).
Immediate treatment for a spinal injury	Injury to the cervical, thoracic, lumbar or sacral vertebrae including the discs and spinal cord.

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Immediate treatment for the loss of a bodily function	Loss of consciousness, loss of movement of a limb or loss of the sense of smell, taste, sight or hearing, or loss of function of an internal organ.  <b>It does not include:</b> <ul style="list-style-type: none"> <li>• mere fainting, or</li> <li>• a sprain, strain or fracture.</li> </ul>
Immediate treatment for <b>serious</b> lacerations	<ul style="list-style-type: none"> <li>• <b>Serious</b> lacerations that cause muscle, tendon, nerve or blood vessel damage or permanent impairment.</li> <li>• Deep or extensive cuts.</li> <li>• Tears of wounds to the flesh or tissues—this may include stitching to prevent loss of blood and/or other treatment to prevent loss of bodily function and/or infection.</li> </ul>
Medical treatment within 48 hours of exposure to a substance.	

## Treatment

‘Treatment’ means the kind of treatment that would be required for a serious injury or illness and includes ‘medical treatment’ (i.e. by a registered medical practitioner), treatment by a paramedic or treatment by a registered nurse practitioner.

Even if immediate treatment is not readily available, for example because the incident site is rural or remote or because the relevant specialist treatment is not available, the notification must still be made.

## Dangerous Incidents (commonly referred to as ‘near misses’)

Notification is also required of any incident in relation to a workplace that exposes a worker or any other person to a serious risk resulting from an immediate or imminent exposure to:

- An uncontrolled escape, spillage or leakage of a substance
- An uncontrolled implosion, explosion or fire
- An uncontrolled escape of gas or steam
- An uncontrolled escape of a pressurised substance
- Electric shock:
  - Examples of electrical shock that are not notifiable
    - Shock due to static electricity
    - ‘Extra low voltage’ shock (i.e. arising from electrical equipment less than or equal to 50V AC and less than or equal to 120V DC)
    - Defibrillators are used deliberately to shock a person for first aid or medical reasons
  - Examples of electrical shocks that are notifiable
    - Minor shock resulting from direct contact with exposed live electrical parts (other than ‘extra low voltage’) including shock

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from capacitive discharge

- The fall or release from a height of any plant, substance or thing
- The collapse, overturning, failure or malfunction of, or damage to, any plant that is required to be design or item registered under the Work Health and Safety Regulations
- The collapse or partial collapse of a structure
- The collapse or failure of an excavation or of any shoring supporting an excavation
- The inrush of water, mud or gas in workings, in an underground excavation or tunnel, or
- The interruption of the main system of ventilation in an underground excavation or tunnel.

Any of these occurrences are reportable as a 'dangerous incident' (or 'near miss') if a person is exposed to a serious risk from immediate or imminent exposure to a hazard.

For most hazards such as plant or a structure collapsing a person will need to be in the immediate vicinity to be exposed to a serious risk to their health or safety.

However, some hazards such as an uncontrolled leak of a hazardous gas or a fire can travel towards a person and expose them to a serious risk to health and safety away from the original source.

A dangerous incident includes both immediate serious risks to health or safety, and also a risk from an immediate exposure to a substance, which is likely to create a serious risk to health or safety in the future, for example asbestos or chemicals.

Only occurrences involving a 'serious risk' are notifiable taking into account the likelihood of a serious illness or injury occurring from the incident. This would include any situation, which seriously endangers or threatens the health or safety of a person.

## What information will be requested?

A clear description of the incident with as much detail as possible will help the regulator assess whether or not the incident is notifiable and the need for a follow-up investigation by the regulator.

Where insufficient details are provided in a telephone notification, the regulator may contact the notifier if further information is required. All WHS regulators have agreed that the following (see table below) information should be collected as a minimum at the point of incident notification.

<b>What happened: an overview</b>	<ul style="list-style-type: none"><li>• Provide an overview of what happened.</li><li>• Nominate the type of notifiable incident—was it death, serious injury or illness, or 'dangerous incident' (as defined above)?</li></ul>
<b>When did it happen</b>	Date and time.
<b>Where did it happen</b>	Incident address.  Details that describe the specific location of the notifiable incident—for example section of the warehouse or the particular piece of equipment that the incident involved—to assist instructions about site disturbance.

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<b>What happened: detailed description</b>	Detailed description of the notifiable incident.
<b>Who did it happen to</b>	<ul style="list-style-type: none"> <li>• Injured person's name, salutation, date of birth, address and contact number.</li> <li>• Injured person's occupation.</li> <li>• Relationship of the injured person to the entity notifying.</li> </ul>
<b>How and where are they being treated (if applicable)</b>	<ul style="list-style-type: none"> <li>• Description of serious injury or illness—i.e. nature of injury</li> <li>• Initial treatment of serious injury or illness.</li> <li>• Where the patient has been taken for treatment.</li> </ul>
<b>Who is the person conducting the business or undertaking (there may be more than one)</b>	<ul style="list-style-type: none"> <li>• Legal and trading name.</li> <li>• Business address (if different from incident address), ABN/ACN and contact details including phone number and email.</li> </ul>
<b>What has/is being done</b>	Action taken or intended to be taken to prevent recurrence (if any).
<b>Who is notifying</b>	<ul style="list-style-type: none"> <li>• Notifier's name, salutation, contact phone number and position at workplace.</li> <li>• Name, phone number and position of person to contact for further information (if different from above).</li> </ul>

An incident site may be disturbed:

- To assist an injured person
- To remove a deceased person
- To make the site safe or to minimise the risk of a further notifiable incident
- To facilitate a police investigation, or
- After an inspector has given a direction to
- Do so either in person or by telephone.

The sooner the regulator is notified; the sooner the site can be released.

If, however after arriving at the incident site an inspector considers that it should remain undisturbed in order to facilitate investigation of the incident they may issue a non-disturbance notice. This notice must specify the period for which the notice is to apply—no more than seven days.

Jurisdiction	Regulator	Telephone	Website
Queensland	Workplace Health and Safety Qld	1300 369 915	worksafe.qld.gov.au