

As part of the DSO Review process, the Department Safety Officer will be required to assign a Reportable Classification against each individual listed as an injured party in the *Incident's Person Involved Details* section. This applies primarily to University employees and members of the public, but for consistency should be completed for all injured parties. This will trigger a number of system workflows and ensure that we meet our reporting requirements as defined in the 2013 Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

| Reportable Classification | Investigation | Notification | Description   |
|---------------------------|---------------|--------------|---|
| Fatal                     | ✓             | USO          | All deaths to both workers and non-workers on University premises if they arise from a work-related accident or incident including acts of physical violence to a worker.<br>Does <b>not</b> include suicide.   |
| Specified Injury          | ✓             | USO          | <ul style="list-style-type: none"> <li>• Fractures to bones (<b>excluding</b> to fingers, thumbs and toes)</li> <li>• Amputations</li> <li>• Any injury likely to lead to permanent loss of sight or a reduction in sight</li> <li>• Any crush injury to the head or torso causing damage to the brain or internal organs</li> <li>• Serious burns (including scalds) which either covers more than 10% of the body or causes significant damage to the eyes, respiratory system or other vital organs</li> <li>• Any scalping injury requiring hospital treatment</li> <li>• Any loss of consciousness caused by head injury or asphyxia</li> <li>• Any other injury arising from working in an enclosed space which leads to hypothermia, heat-induced illness, requires resuscitation, or admittance to hospital for more than 24 hours</li> </ul>   |
| Dangerous Occurrence      | ✓             | USO          | <ul style="list-style-type: none"> <li>• Collapse, overturn or failure of lifting equipment</li> <li>• Failure of a pressure system with the potential to cause death</li> <li>• Contact or close proximity to overhead electric lines sufficient to cause electrical discharge</li> <li>• Electrical incidents causing either a significant risk to life or the stoppage of the plant involved for more than 24 hours</li> <li>• Release or potential release of a biological agent likely to cause severe human infection or illness</li> <li>• Malfunction of any electrical equipment emitting ionising radiation and containing components operating at more than 5kV or equipment used in fixed or mobile industrial radiography or gamma irradiation</li> <li>• Malfunction of breathing apparatus which caused or had the potential to cause personal injury</li> <li>• Diving operation that resulted in, or had the potential to result in, injury to a diver</li> <li>• Complete or partial collapse of any scaffolding more than 5 metres high, any collapse which causes a working platform to fall, or a collapse resulting in a fall posing a significant risk of a person drowning</li> <li>• Train collisions</li> <li>• Failure in relation to wells drilled for the exploration or exploitation of oil or gas</li> <li>• Failure in relation to pipelines or pipeline works</li> <li>• Structural collapse which could have caused personal injury to any person, or which results in a pipeline being shut down for more than 24 hours</li> <li>• Unintentional explosion or fire that results in the stoppage of that plant, or the suspension of normal work in those premises for more than 24 hours</li> <li>• Unintentional release or escape of hazardous substances which could cause personal injury to any person other than through the combustion of flammable liquids or gases</li> </ul> |

| Reportable Classification     | Investigation | Notification | Description  |
|-------------------------------|---------------|--------------|--|
| Dangerous Occurrence (contd.) | ✓             | USO          | <ul style="list-style-type: none"> <li>Uncontrolled release of flammable gas or liquid: <ul style="list-style-type: none"> <li>Inside a building resulting in the release of 100Kg or more of a flammable liquid</li> <li>Inside a building resulting in the release of 10Kg or more of a flammable liquid at a temperature above its normal boiling point</li> <li>Inside a building resulting in the release of 10Kg or more of a flammable gas</li> <li>Outside resulting in the release of 500Kg or more of a flammable liquid or gas</li> </ul> </li> </ul>   |
| Reportable Disease            | ✓             | USO          | <p>As diagnosed by a medical doctor:</p> <ul style="list-style-type: none"> <li>Carpal tunnel syndrome where the person's work involves regular use of percussive or vibrating tools</li> <li>Severe cramp of the hand or forearm where the person's work involves prolonged periods of repetitive movement of the fingers, hand or arm</li> <li>Occupational dermatitis where the person's work involves significant or regular exposure to a known skin sensitiser or irritant</li> <li>Hand-arm vibration syndrome where the person's work involves regular use of percussive or vibrating tools, or holding materials subject to percussive processes, or processes causing vibration</li> <li>Occupational asthma where the person's work involves significant or regular exposure to a known respiratory sensitiser</li> <li>Tendonitis or tenosynovitis of the hand or forearm where the person's work is physically demanding and involves frequent, repetitive movements</li> <li>Any occupational cancer where there is an established link between the type of cancer diagnosed and occupational exposure</li> <li>Any disease or acute illness needing medical treatment attributed to an occupational exposure to a biological agent</li> </ul> |
| Member of the Public          | ✓             | ASO          | <p>Accidents to members of the public (or others who are not at work) if they result in an injury and the person is taken directly from the scene of the accident to a hospital for treatment of that injury.</p> <p>Examinations and diagnostics <b>do not</b> constitute treatment in such circumstances</p>   |
| Over 7 days                   | ✓             | ASO          | <p>An employee being away from work or unable to perform their normal work duties for more than seven consecutive days as a result of their injury</p> <p>This period <b>does not</b> include the day of the injury</p> <p>This period <b>does</b> include weekends and rest days</p>  |
| Over 3 Days                   | *             |              | An employee being incapacitated for more than three consecutive days   |
| Under 3 Days                  | *             |              | An employee being incapacitated for three consecutive days or less but resulting in time away from work  |
| No lost time                  | *             |              | An injury that does not result in any lost time  |
| Environmental                 | *             |              | Any environmental incident that did not result in lost time  |

**Key:**

✓ - System generated investigation and notification, \* Investigation can be manually generated by the DSO and notification automatically sent

USO – Notification of investigation required sent to University Safety Officer, ASO – Notification of investigation required sent to Area / Divisional Safety Officer