

## Accident/Incident Reporting and Investigation

### Objective

To, detail the requirements for the reporting and investigation of electrical accidents and incidents. An incident is an event that could have resulted in an accident and people possibly being hurt. An incident is to be reported and investigated in the same manner as an accident.

### Definitions:

A “serious electrical incident” is an incident involving electrical equipment if, in the incident:

- a person is killed by electricity, or
- a person receives a shock or injury from electricity, and is treated for the shock or injury by or under the supervision of a doctor, or
- a person receives a shock or injury from electricity at high voltage, whether or not the person is treated for the shock or injury by or under the supervision of a doctor.

A “dangerous electrical event” is defined in Section 12 of the Electrical Safety Act 2002. A number of situations that constitute a dangerous electrical event are:

- an event involving high voltage electrical equipment in which a person is not electrically safe, despite the person not receiving a shock or injury
- an event that involves electrical equipment and in which significant property damage is caused directly by electricity or originates from electricity
- the performance of electrical work by a person not authorized under an electrical work license to perform the work
- the performance of electrical work by a person if, as a result of the performance of the work, a person or property is not electrically safe
- the discovery by a licensed electrical worker of electrical equipment that has not been marked as required under this Act.

If a serious electrical incident or dangerous electrical event happens it is necessary to:

- give written notice of the incident or event to the ESO in the approved form Incident Notification Form – Form 3 obtainable from the ESO website or complete Form 3 online at <http://www.justice.qld.gov.au/fair-and-safe-work/electrical-safety>
- ensure the written notice is received by the ESO within 24 hours after becoming aware of the incident or event
- if the incident is a serious electrical incident in which a person has been killed, it is necessary to advise, by phone, fax or another suitable form of immediate and effective communication, the ESO immediately after becoming aware of the incident
- within three days make a record of the event on an ESO Form 3 - if the person is incapacitated by the event complete the form as soon as reasonably practicable after the person is no longer incapacitated
- keep the records of incident for 3 years
- not disturb the scene until an inspector completes an investigation, unless action is necessary to save life or relieve suffering; or to prevent injury to a person or property damage.

### Method

In this practice, accident also includes incident.

### An electrical accident where staff or visitors are involved

When an electrical accident involving staff or visitors occurs the following practice will be followed:

- if medical assistance is necessary contact the ambulance service immediately - also contact your Trade Manager immediately
- if first aid assistance is required your Trade Manager is to be contacted immediately
- if not previously advised, your Trade Manager is to be notified before the close of work on the day the accident occurred

**Note:** Notifications shall be to either your Trade Manager, The BEMS Manager or WHS Manager, as these officers will liaise with each other on any electrical accidents.

**Note:** The Trade Manager shall immediately notify the BEMS Manager, of any electrical accident.

- when necessary the BEMS Manager or nominated Officer will advise the ESO of the accident on the appropriate form in accordance with this practice
- the BEMS Manager in conjunction with the WHS Manager will investigate the cause of the accident
- a report will be prepared with any recommendations for improvements
- the accident will be discussed at the next electrical safety meeting.

#### Electric shock reported by tenant (ie. HHS employee in house/unit leased by Queensland Health)

If a tenant receives an electric shock then either of the following alternatives could be considered:

- the client can be advised to report the incident on RiskMan and to notify the CQ HHS Health and Safety who will investigate the incident; they can then notify the distribution entity (Energex or Ergon) who will further investigate
- the Building & Asset Services operator can report the incident to the distribution entity on behalf of the client and follow the instruction on the Incident notification form (Form 3) through the [business.qld.gov.au](http://business.qld.gov.au) website

When attending a site where a client has received an electric shock, the following shall apply:

- if the distribution entity has not arrived on site, **do not interfere with the installation**, other than to ensure safety of the occupants by preventing further shocks or damage - note that resource availability may preclude early arrival of the distribution entity Inspector
- use insulated gloves to open metal switchboards and isolate supply at the main switch (switchboard frame may be live if there is an earthing or neutral fault)
- main switch is to be fitted with a locking device and danger tag and advise the distribution entity accordingly - electrician to only wait on site until the distribution entity inspector arrives, if circumstances warrant such action.

Note that no repairs to the installation are to be carried out until the distribution entity has completed their investigation.

#### Referenced practices:

- BEMSPRAC003 - Before Use Inspection of Electrical Test Equipment
- BEMSPRAC007 - Risk assessment Testing and Fault-finding