



Australian Government

Comcare

## INCIDENT REPORT

Reference number: **20150803-112904-958**Reported: **03 Aug 2015 - 11:29**

<b>Organisation PCBU</b>	Department of Immigration and Border Protection - ABN: 33 380 054 835
<b>PCBU address</b>	6 Chan Street BELCONNEN ACT 2617
<b>Organisation PPMC</b>	
<b>PPMC address</b>	

**Previous notification****Reason for subsequent notification****Comments**

<b>Incident date/time</b>	2015-7-31 8:52:00 PM
<b>Location</b>	Yongah Hill Immigration Detention Centre (YHIDC) ,,, , Australia Detainee's room in Eagle Compound YHIDC
<b>Major Hazard Facility</b>	<b>No</b>
<b>Sequence of events</b>	<p>At 20:52 on 31JUL2015 Serco advised that detainee, <sup>s. 47F(1)</sup> is believed to have had an <sup>s. 47F(1)</sup> room in Eagle compound. Serco Officers responded. When officers attended the room <sup>s. 47F(1)</sup> was reported to be showing no signs of life and first aid was immediately administered.</p> <p>IHMS on-site were contacted, briefed on situation and responded to the compound. 000 was called by Serco and an ambulance was dispatched from Northam Districts Hospital.</p> <p>At 21:08, under the advice of IHMS, officers stopped CPR. WAPOL advised they are sending investigator and forensics. AFP have advised they will assist WAPOL as required.</p> <p>At 22:35 WAPOL Forensic, Detective and Coronial officers have attended YHIDC, these officers are supported by the WAPOL Regional Operations Group (ROG). WAPOL have been briefed and are attending to the body which is in Eagle compound Room 3, which is a support room adjacent to the officer's station. <sup>s. 47F(1)</sup>. St John Ambulance remain with the body whilst WAPOL undertake their investigation.</p>

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<b>Activity being performed</b>	Serco Officers were conducting their medical appointment slip round
<b>Items involved</b>	Serco Officers commenced CPR, OOO called IHMS onsite. Ambulance dispatched from Northam District Hospital
<b>Type of incident</b>	The death of a person

<b>Person involved</b>	s. 47F(1)
<b>DOB</b>	s. 47F(1)
<b>Address</b>	
<b>Occupation</b>	
<b>Contact details</b>	
<b>Relationship to PCBU</b>	Other - Detainee
<b>Injury details</b>	s. 47F(1)
<b>Treatments</b>	Serco conducted CPR, IHMS onsite and Ambulance dispatched from Northam District Hospital
<b>Taken to</b>	Nil -death

<b>Preventative action</b>	WAPOL ROG Officers have attended Eagle Compound to provide assistance in securing the crime scene.
<b>Preventative long-term</b>	Awaiting outcome of investigation
<b>Has the site been disturbed</b>	No
<b>Inspector arrived/authorised</b>	
<b>Disturbed per 39(3) WHS Act</b>	

<b>Person who completed this report</b>	s. 22(1)(a)(ii) ABF Safety Officer s. 22(1)(a)(ii) s. 22(1)(a)(ii) @border.gov.au
<b>Contact person for further enquiries</b>	s. 22(1)(a)(ii) Border Force Supervisor s. 22(1)(a)(ii) s. 22(1)(a)(ii) @border.gov.au
<b>Person responsible for remedial action</b>	As Above (further enquiries person)





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## INCIDENT REPORT

Reference number: **20150917-104807-379**Reported: **17 Sep 2015 - 10:48**

<b>Organisation PCBU</b>	Department of Immigration and Border Protection - ABN: 33 380 054 835
<b>PCBU address</b>	6 Chan Street BELCONNEN ACT 2617
<b>Organisation PPMC</b>	
<b>PPMC address</b>	

<b>Previous notification</b>	Phone - 15 Sep 2015 11:18:00PM
<b>Reason for subsequent notification</b>	Additional information being notified
<b>Comments</b>	Inspector <sup>s. 22(1)(a)(ii)</sup> notified

<b>Incident date/time</b>	2015-9-16 8:23:00 PM
<b>Location</b>	n/a ,,,,, Australia <sup>s. 47F(1)</sup> , Fiona Stanley Hospital, Murdoch Drive, Murdoch WA
<b>Major Hazard Facility</b>	No
<b>Sequence of events</b>	At 8:23pm (AWST) on Wednesday 16 September 2015 detainee <sup>s. 47F(1)</sup> was pronounced deceased <sup>s. 47F(1)</sup> at the Fiona Stanley Hospital, Murdoch Drive, Murdoch, WA. <sup>s. 47F(1)</sup> had been admitted to Fiona Stanley Hospital <sup>s. 47F(1)</sup> on 15 September at the Yongah Hill Immigration Detention Centre.
<b>Activity being performed</b>	In Immigration Detention
<b>Items involved</b>	Unknown at this stage
<b>Type of incident</b>	The death of a person

<b>Person involved</b>	<sup>s. 47F(1)</sup>
<b>DOB</b>	<sup>s. 47F(1)</sup>
<b>Address</b>	
<b>Occupation</b>	



#### Contact details

**Relationship to PCBU** Other - Detainee

**Injury details** Death

**Treatments** s. 47F(1) [REDACTED]

**Taken to** Fiona Stanley Hospital  
Murdoch Drive, Murdoch, WA,

**Preventative action** s. 47F(1) [REDACTED] has been notified and WA Police informed of s. 47F death

**Preventative long-term** n/a

**Has the site been disturbed** Yes

**Inspector arrived/authorised** No

**Disturbed per 39(3) WHS Act**

**Person who completed this report** s. 22(1)(a)(ii) [REDACTED]  
ABF Safety Officer  
s. 22(1)(a)(ii) [REDACTED] s. 22(1)(a)(ii) [REDACTED] @border.gov.au

**Contact person for further enquiries** s. 22(1)(a)(ii) [REDACTED]  
Centre Manager Yongah Hill Immigration Detention Centre  
s. 22(1)(a)(ii) [REDACTED] s. 22(1)(a)(ii) [REDACTED] @border.gov.au

**Person responsible for remedial action** As Above (further enquiries person)



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PUTTING YOU *FIRST*

## INCIDENT REPORT

Reference number: 20151112-093931-054

Reported: 12 Nov 2015 - 10:44

<b>Organisation PCBU</b>	Department of Immigration and Border Protection - ABN: 33 380 054 835
<b>PCBU address</b>	6 Chan Street BELCONNEN ACT 2617
<b>Organisation PPMC</b>	
<b>PPMC address</b>	

<b>Previous notification</b>	Phone - 08 Nov 2015 04:43:00PM
<b>Reason for subsequent notification</b>	Additional information being notified
<b>Comments</b>	Initial notification made to Comcare via <span style="background-color: black; color: black;">s. 22(1)(a)(ii)</span>

<b>Incident date/time</b>	2015-11-8 8:00:00 AM
<b>Location</b>	Incident occurred offsite <span style="background-color: black; color: black;">s. 47F(1)</span> , Christmas Island , , , , Australia Approx 25-30 metres from Christmas Island Detention Centre, Murray Road North West Point Christmas Island WA 6798. <span style="background-color: black; color: black;">s. 47F(1)</span>
<b>Major Hazard Facility</b>	No
<b>Sequence of events</b>	<span style="background-color: black; color: black;">s. 47F(1)</span> on 7 November 2015. - At 0250hrs Christmas Island was put into lock down - SERCO and the AFP were alerted and searches were undertaken at the compound and local beaches - 2115hrs <span style="background-color: black; color: black;">s. 47F(1)</span> <span style="background-color: black; color: black;">s. 47F(1)</span> - Further search parties were established to search for <span style="background-color: black; color: black;">s. 47F(1)</span> - AFP were briefed and the search and rescue teams were deployed <span style="background-color: black; color: black;">s. 47F(1)</span> <span style="background-color: black; color: black;">s. 47F(1)</span> - 0935hrs, 8 Nov, body identified <span style="background-color: black; color: black;">s. 47F(1)</span> and was pronounced dead by onsite Doctor - At 1010hrs, 8 Nov, <span style="background-color: black; color: black;">s. 47F(1)</span> <span style="background-color: black; color: black;">s. 47F(1)</span>
<b>Activity being performed</b>	<span style="background-color: black; color: black;">s. 47F(1)</span>
<b>Items involved</b>	Nil

Type of incident	The death of a person
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Person involved	s. 47F(1)
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DOB	s. 47F(1)
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Address	N/a
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Occupation	N/a
	N/a

Contact details	
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Relationship to PCBU	Other - Detainee
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Injury details	The extent of injuries suffered prior to death have not been disclosed to the Department at this point in time.
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Treatments	s. 47F(1) [REDACTED] was pronounced dead at 0935 when body was identified by SERCO ERT staff.
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Taken to	No treatment provided
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Preventative action	<ul style="list-style-type: none"><li>- Detention Centre was placed in lock down and additional security procedures were enabled</li><li>- AFP have taken control of the crime scene and will conduct a formal enquiry into the sequence of events</li><li>- key stakeholders were debriefed and discussions commenced about post incident review and investigation</li><li>- impacted workers were reminded of available support services, additional support services were considered at time of incident notification</li></ul>
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Preventative long-term	- a post incident investigation will be undertaken by DIBP, SERCO and AFP
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Has the site been disturbed	No
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Inspector arrived/authorised	
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Disturbed per 39(3) WHS Act	
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Person who completed this report	s. 22(1)(a)(ii) Assistant Director National WHS s. 22(1)(a)(ii) s. 22(1)(a)(ii) @border.gov.au
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Contact person for further enquiries	As Above
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Person responsible for  
remedial action

As Above (form completer)





## Notification of an incident

This notification form is approved by Comcare for the purposes of section 38(5) of the *Work Health and Safety Act 2011* (Cth).

### Management of an individual's privacy

This form seeks to collect information—including personal information—for the purpose of administering and enforcing the WHS Act and the Work Health and Safety Regulations 2011 (Cth) (WHS Regulations).

Comcare is authorised by law to collect personal information under section 38 of the WHS Act where it is reasonably necessary to do so when administering and enforcing the Act and Regulations. Information on how Comcare manages an individual's privacy is available at [http://www.comcare.gov.au/about\\_us/privacy](http://www.comcare.gov.au/about_us/privacy).

### Instructions

The red numbers in the form indicate the relevant section in the attached 'Guidance and examples'. All questions marked with an asterisk (\*) are mandatory.

For further guidance refer to Comcare's *Guide to work health and safety incident notification*.

The duty to notify is held at all times by the person conducting the business or undertaking. (1)

Notifications can be given to Comcare by fax on 1300 305 916.

#### 1. Details of the person conducting the business or undertaking (PCBU) which gave rise to the incident

- \* Agency/department/authority/company
- \* Australian Business Number (ABN) (2)
- \* Australian Company Number (ACN) (2)
- \* Street address
- \* Town/suburb
- \* State
- \* Postcode

Department of Immigration and Border Protection
33 380 054 835
6 Chan Street, Belconnen
Canberra
ACT
2617

#### Person with management or control (PVMC) of the workplace where the incident occurred (2a)

- \* ☒ As above ☐ Other

If you have selected 'other' please complete the following

- \* Agency/department/authority/company
- \* Australian Business Number (ABN) (2)
- \* Australian Company Number (ACN) (2)
- \* Street address
- \* Town/suburb
- \* State
- \* Postcode


#### 2. Previous notification of this incident

Has this incident been notified to Comcare previously, by telephone or in writing (fax or email)?

- ☒ Yes ☐ No

If **you have selected 'yes'**, please tick one of the following reasons for subsequent notification:

- ☒ Required by Comcare after previous telephone notification
- ☐ Requested by Comcare after previous written notification
- ☐ Additional information being notified
- ☐ Change to information previously notified
- ☐ Other

If 'other', what is the reason?

Method of first notification to Comcare

- ☒ Telephone    ☐ In writing    ☐ Other

Date first notified to Comcare

4/4/16

Comments—include Comcare reference number if known

NSW oncall notification hotline

### 3. Details of the incident

\* Date of incident

4/4/16

\* Time of incident

10.15 pm

\* Type of incident (3)

- ☒ The death of a person
- ☐ A serious injury or illness of a person
- ☐ A dangerous incident

\* Serious injury or illness type (if applicable) (4)

- ☐ Treatment as inpatient in a hospital
- ☐ Amputation of any part of body
- ☐ Serious head injury
- ☐ Serious eye injury
- ☐ Serious burn
- ☐ Separation of skin from underlying tissue (such as degloving or scalping)
- ☐ Spinal injury
- ☐ Loss of a bodily function
- ☐ Serious lacerations
- ☐ Medical treatment within 48 hours of exposure to a substance

**Did the injury or illness require the person to have 'immediate' treatment?**

- ☐ Yes    ☐ No

\* Dangerous incident type (if applicable) (5)

- ☐ 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
- ☐ 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 authorised for use in accordance with the 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
- ☐ The interruption of the main system of ventilation in an underground excavation or tunnel

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Was there a serious risk to a person's health and safety that was 'immediate or imminent'?

☒ Yes ☐ No

Did this incident occur at a major hazard facility? (6)

☐ Yes ☒ No

Where did the incident occur?

\* Workplace known as (7)

Villawood Immigration Detention Centre

\* Street address

15 Birmingham Avenue

\* Town/suburb

Villawood

\* State

NSW

\* Postcode

2163

\* Country

Australia

\* Describe the exact location of the incident (8)

Pathway leading to building 3 in Mitchell compound

\* Describe the sequence of events immediately leading up to the incident, including what, if anything, may have gone wrong (9)

Detainee, s. 47F(1)

NSW Police took control of the scene following s. 47F(1) time of death being announced.

\* What activity was being performed when the incident occurred? (10)

s. 47F(1)

\* What, if any, plant, vehicles, equipment, substances or things were involved in the incident? (11)

n/a

#### 4. Details of persons who died or suffered serious injury or illness

Note: You must include the full names and details of all persons who died or suffered a serious injury or illness.

##### Person 1

\* Title

s. 47F(1)

\* First names

s. 47F(1)

\* Last name

s. 47F(1)

\* Date of birth

s. 47F(1)

\* Residential address

Villawood IDC

\* Town/suburb

\* State

\* Postcode

\* Occupation (if relevant)

\* Employer (if relevant)

N/a

\* Telephone number

\* Email address (if known)

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\* Relationship to the PCBU (12)

- ☐ Employee
- ☐ Contractor/Self-employed
- ☐ Labour hire worker
- ☐ Group training apprentice or trainee
- ☐ Volunteer
- ☐ Member of the public
- ☐ Defence youth cadet
- ☒ Other

\* Injury/illness details (13)

Death - s. 47F(1)

\* Details of any treatment received or needed (14)

CPR, use of defibrillator and ambulance officer attempts at resuscitation

\* Where was the injured person taken for treatment?

n/a

Person 2 (if applicable)

- \* Title
- \* First names
- \* Last name
- \* Date of birth
- \* Residential address
- \* Town/suburb
- \* State
- \* Postcode
- \* Occupation (if relevant)
- \* Employer (if relevant)
- \* Telephone number
- \* Email address (if known)


\* Relationship to the PCBU

- ☐ Employee
- ☐ Contractor/Self-employed
- ☐ Labour hire worker
- ☐ Group training apprentice or trainee
- ☐ Volunteer
- ☐ Member of the public
- ☐ Defence youth cadet
- ☐ Other

\* Injury/illness details (15)

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\* Details of any treatment received or needed (16)

--

\* Where was the injured person taken for treatment?

Additional injured persons (if applicable)

\* Details of any other persons injured in the incident (17)

5. Details of workers involved in a dangerous incident (if not already named above)

Note: These persons may be contacted to provide additional information about this incident.

- \* First names
- \* Last name
- \* Role for the relevant work task giving rise to the incident
- \* Employer (if not the PCBU)
- \* Telephone number
- \* Email address (if known)


Worker 2 (if applicable)

- \* First names
- \* Last name
- \* Role for the relevant work task giving rise to the incident
- \* Employer (if not the PCBU)
- \* Telephone number
- \* Email address (if known)


6. Action taken or proposed to prevent a recurrence of a similar incident

\* What action was taken immediately following the incident to prevent a recurrence of a similar incident—or to minimise any risk to health and safety that was present because of, or in the aftermath, of the incident? (18)

First aid - including CPR and use of a defibrillator by SERCO officers;  
onsite EAP support for workers and supports put in place for centre and detainee's;  
sudden death of a detainee protocols initiated.

\* Describe any longer term action taken or proposed to prevent a recurrence (if known) (19)

Incident investigation

7. Disturbance/preservation of incident site

The person with management or control of a workplace (PWC) at which a notifiable incident has occurred must ensure, so far as is reasonably practicable, that the site where the incident occurred is not disturbed until an Inspector arrives at the site—or any earlier time that an Inspector directs (s39(1) of the WHS Act).

\* Has the site where the incident occurred been disturbed?

☐ No ☒ Yes ☐ Don't know

If you have ticked 'no' proceed to section 8.

If you have ticked 'yes' or 'don't know' please answer the following question.

\* Has a Comcare Inspector arrived at the site or authorised disturbance of the incident site? (20)

☐ Yes ☒ No ☐ Don't know

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If you have ticked 'yes' please complete the following.

\* Inspector's name

\* Date authorised

\* Time authorised (if known)


If you have ticked 'no' please answer the following.

\* Has the incident site been disturbed for one of the reasons set out in section 39(3) of the WHS Act?  
(20)

☒ Yes   ☐ No   ☐ Don't know

\* Primary reason for disturbance (20a)

☐ 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

☒ Police investigation

☐ Inspector of the regulator has given permission

\* How was the site disturbed? (20b)

Ambulance attendance and AFP investigation and subsequent removal of the body by the coroner

#### 8. Details of person completing this form

\* Title

\* First name

\* Last name

\* Position/designation

\* Telephone number

\* Email address

s. 22(1)
s. 22(1)(a)(ii)
s. 22(1)(a)(ii)
Assistant Director National WHS
02 s. 22(1)(a)(ii)
s. 22(1)(a)(ii) @border.gov.au

#### 9. Contact person for further enquiries

☒ As above   ☐ Other

If you have ticked 'other' please complete the following

\* Title

\* First name

\* Last name

\* Position/designation

\* Telephone number

\* Email address


#### 10. Person responsible for implementing longer term remedial action

☐ As in 8 above   ☐ As in 9 above   ☒ Other

If you have ticked 'other' please complete the following

\* Title

\* First name

\* Last name

\* Position/designation

s. 22(1)
s. 22(1)(a)(ii)
s. 22(1)(a)(ii)
Inspector Detention Operations

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under the Freedom of Information Act 1982

\* Telephone number

\* Email address

02	s. 22(1)(a)(ii)
s. 22(1)(a)(ii)	@border.gov.au

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# Guidance and examples

1	<p>Who should complete this form?</p> <p>The duty to notify is not transferable and is held at all times by the relevant person (entity) conducting a business or undertaking (PCBU).</p> <p>However, the way in which the PCBU discharges this duty may involve arranging for another entity or person to submit notifications on their behalf. For example, this could be:</p> <ul style="list-style-type: none"> <li>the person with management or control (PVMC) of the workplace</li> <li>the supervisor of the injured worker</li> <li>any other person with identified responsibility to notify.</li> </ul> <p>Any failure by that person or entity to submit a notification on behalf of the PCBU may result in the PCBU having liability for a breach of section 38 of the WHS Act.</p>
2	<p>Australian Business Number (ABN)</p> <p>The ABN is a unique 11-digit identifying number that businesses use when dealing with other businesses, the Australian Taxation Office and other government agencies. If you do <b>not know your organisation's ABN number, you</b> can search for it at:  <a href="http://www.abr.business.gov.au/AdvancedSearch.aspx">http://www.abr.business.gov.au/AdvancedSearch.aspx</a></p> <p>Australian Company Number (ACN)</p> <p>Under the <i>Corporations Act 2001</i>, every company in Australia has been issued with a unique, nine-digit number known as an Australian Company Number (ACN). The purpose of the ACN is to ensure adequate identification of companies for business transactions. It must be shown on a range of documents.</p> <p><b>If you do not know your organisation's ACN number, you can search for it at:</b>  <a href="http://www.search.asic.gov.au/gns001.html">http://www.search.asic.gov.au/gns001.html</a></p> <p>If your company has an ABN, you may use it with your company's name in place of the ACN, provided that the ABN includes your nine-digit ACN.</p>
2a	<p>Person with management or control (PVMC)</p> <p>The person with management control of a workplace refers to the person conducting a business or undertaking to the extent the business or undertaking involves the management or control of the workplace—in whole or in part (section 20(1) of the WHS Act).</p>
3	<p>Type of incident</p> <p>A single incident may result in multiple outcomes. For example, a crane collapse may result in a serious injury and also be a dangerous incident. The type of incident selected must relate to the most severe outcome. In this example, the type of incident would be serious injury.</p> <p>The WHS Act (section 35) defines notifiable incidents as:</p> <ul style="list-style-type: none"> <li>(a) the death of a person</li> <li>(b) a serious injury or illness of a person</li> <li>(c) a dangerous incident.</li> </ul> <p>Please refer to the WHS Act for definitions of serious injury or illness (section 36) and dangerous incident (section 37).</p> <p>For assistance with interpreting <b>these terms please refer to Comcare's</b> <i>Guide to work health and safety incident notification</i>.</p>
4	<p>Serious injury or illness type</p> <p>The dropdown box in the form contains the treatment and injury details specified in the WHS Act and Regulations for serious injury or illness. Select the one that most adequately represents the highest level of treatment and injury that resulted from the incident.</p> <p>Serious injury or illness is defined in section 36 of the WHS Act. The Regulations may also include or exclude other injuries or illnesses as serious injuries or illnesses, but do not currently do so.</p>

5	<p><b>Dangerous incident type</b></p> <p>The dropdown box in this form contains a list of events specified in the WHS Act and Regulations as dangerous incidents. Select the dangerous incident type that best represents the incident in terms of the risk to health and safety of workers and other persons.</p> <p>Dangerous incident is defined in the section 37 of the WHS Act as an incident in relation to a workplace that exposes a worker, or any other person, to a serious risk to health or safety emanating from an immediate or imminent exposure to certain events. The Regulations may also include or exclude other events as dangerous incidents, but do not currently do so.</p> <p>An accident may involve a number of incident types. For example, 'the collapse or partial collapse of a structure' may have lead to 'an uncontrolled escape, spillage or leakage of a substance'. In this case determine whether the health and safety of workers or other persons was more at risk from the collapse of the structure, or from exposure to the spilled substance, and record that incident type. If the risk is the same for each incident type, record the incident that occurred first.</p>
6	<p><b>Did this incident occur at a major hazard facility?</b></p> <p>Major hazard facilities (MHFs) are sites that have the potential to cause major accidents, where consequences may rival natural disasters in terms of loss of life, injury, damage to property and disruption of services. To be a MHF a facility must be:</p> <p>(a) determined by Comcare to be a MHF and/or licensed under Part 9 of the WHS Regulations</p> <p>(b) a facility at which chemicals listed in Schedule 15 of the Regulations are present, or likely to be present, in a quantity that exceeds the prescribed threshold quantities.</p>
7	<p><b>Workplace known as</b></p> <p>The general workplace where the incident occurred may have a name by which it is commonly known. For example: Robertson Army Barracks, HMAS Stirling, Melbourne Delivery Centre, National Gallery, Yulara Visitors Centre, Black Mountain Laboratories. A full street address must also be given in the relevant fields of the form.</p>
8	<p><b>Describe the exact location of the incident</b></p> <p>This is intended to provide accurate details of where the incident occurred, for example:</p> <ul style="list-style-type: none"> <li>On the corner of Barry Drive and Baldwin Close at the traffic light situated across from the Caltex petrol station in Braddon ACT 2612.</li> <li>Storage room across from the lift on the north side on Level 1, 14 Moore St Canberra ACT 2601.</li> <li>Bridge pier number 206, adjacent to the southern office compound on South Road, 200 metres north of the intersection with Days Road Regency Park SA 5010.</li> </ul>
9	<p><b>Describe the sequence of events immediately leading to the incident</b></p> <p>Examples:</p> <ul style="list-style-type: none"> <li>The crane operator was performing a pick and carry of a 6 tonne load with a mobile crane. After lifting the load, the operator was driving the suspended load to another area in the yard when the crane tipped over.</li> <li>A contractor was conducting fault testing on an electrical cabinet when he touched a live socket and received an electric shock.</li> <li>The worker was mixing cement using a machine called a paddle mixer. As the worker attempted to remove material from the open hatch, his fingers were caught by the rotating blades.</li> </ul>
10	<p><b>What activity was being performed when the incident occurred?</b></p> <p>Examples:</p> <ul style="list-style-type: none"> <li>The worker was lifting and shifting drums manually.</li> <li>The soldier was loading his rifle, following the safe operating procedure (SOP) for rifle loading.</li> <li>The worker was driving through the traffic lights when a person walked in front of the truck.</li> </ul>

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<b>11</b>	<p>What, if any, plant, vehicles, equipment, substances or things were involved in the incident?</p> <p>Section 5 of the WHS Act defines plant as including:</p> <p>(a) any machinery, equipment, appliance, container, implement and tool</p> <p>(b) and any component of any of those things</p> <p>(c) anything fitted or connected to any of those things.</p> <p>Substance is defined as 'any natural or artificial substance, whether in the form of a solid, liquid, gas or vapour'.</p> <p>Examples:</p> <ul style="list-style-type: none"> <li>• Company truck, 2 tonne, rego ABC-123 and 25kg drums (empty).</li> <li>• F88 Steyr automatic rifle.</li> <li>• Paint solvent—methyl ethyl ketone—and leather work gloves.</li> <li>• 20 tonne Linmac mobile crane, registration number 123-456.</li> </ul>
<b>12</b>	<p>Relationship to the notifying entity</p> <p>Select from the drop down list to show the relationship the injured person had to the entity that conducts the business or undertaking that gave rise to the incident.</p>
<b>13</b>	<p>Provide injury/illness details</p> <p>This should be as descriptive and precise as possible.</p> <p>Examples:</p> <ul style="list-style-type: none"> <li>• Suffered a broken left leg, sprain to the right ankle and a suspected broken rib.</li> <li>• Received minor laceration to front of head/temple and possible concussion.</li> <li>• Suffered an amputation of part of the little finger of left hand, severe laceration of the ring finger, and ligament and tendon damage to the left wrist.</li> </ul>
<b>14</b>	<p>Details of any treatment received or needed</p> <p>Examples:</p> <ul style="list-style-type: none"> <li>• Worker taken to hospital with breathing difficulties and was admitted for observation overnight.</li> <li>• Worker taken to hospital in an ambulance, treated in casualty where burns were dressed and worker was referred for skin grafts.</li> <li>• First aid administered by first aid officer on site. Ice pack applied. Worker taken to emergency dental practice to replace knocked out tooth.</li> </ul>
<b>15</b>	<p>Provide injury/illness details (Person 2)</p> <p>(Same as 13)</p>
<b>16</b>	<p>Details of any treatment received or needed (Person 2)</p> <p>(Same as 14)</p>
<b>17</b>	<p>Details of any other persons injured in the incident</p> <p>List each of the persons named on a different line, including details of their injuries and treatment received. Where possible include the relationship to the entity that conducts the business or undertaking that gave rise to the incident.</p> <p>Examples:</p> <ul style="list-style-type: none"> <li>• Joe Smith—member of the public, taken to hospital and an x-ray was taken confirming fracture of the left index finger.</li> <li>• Jane Brown—employee, could be suffering from concussion, went to her local GP who advised her to apply a cold compress and gave her two days off work.</li> </ul>
<b>18</b>	<p>What action was taken immediately following the incident to prevent a recurrence?</p> <p>List all immediate action that has been taken to prevent such an incident from occurring again.</p> <p>Example:</p> <p>The hydraulic lift was immediately returned to the loading dock and all employees were reminded to wear their personal protective gear (i.e. helmets) when in the loading zone.</p>



<b>19</b>	<p>Describe any longer term action taken or proposed to prevent a recurrence</p> <p>Describe what action will be undertaken, or is proposed, to prevent future recurrences. If remedial action has not yet been determined, describe the process to determine the remedial action.</p> <p>Examples:</p> <ul style="list-style-type: none"> <li>• An internal investigation will be undertaken to review the manual loading process and update it, if necessary.</li> <li>• Signs will be placed around the loading area reminding staff of their duty to wear appropriate safety gear at all time.</li> <li>• Check with the manufacturer and/or supplier that the guard for the power-take off shaft is the correct size and length for the drive shaft, and replace where necessary.</li> </ul>
<b>20</b>	<p>Disturbance/preservation of incident site</p> <p>Subsection 39(1) of the WHS Act sets out the requirement for the PWMC to ensure the site where an incident occurred is not disturbed until an Inspector arrives at the site—or any earlier time that an Inspector directs.</p> <p>For example, if the incident site is confined to a particular physical location within an office building, and no immediate risk to health and safety remains for people in other parts of that office, then the entire office would need to be isolated (preserved) until Comcare Inspectors advise otherwise.</p> <p>In terms of subsection 39(3) of the WHS Act, subsection (1) does not apply to any action:</p> <p>(a) to assist an injured person</p> <p>(b) to remove a deceased person</p> <p>(c) that is essential to make the site safe or to minimise the risk of a further notifiable incident</p> <p>(d) that is associated with a police investigation</p> <p>(e) for which an Inspector or the regulator has given permission.</p>
<b>20a</b>	<p>Primary reason for disturbance</p> <p>There may be more than one permitted reason for the site to be disturbed. For example, it may have been necessary to disturb an incident site to assist an injured person and to make the site safe. Choose from the list the reason that caused the most disturbances or, if equal, choose any one of the relevant reasons.</p>
<b>20b</b>	<p>How was the site disturbed</p> <p>Examples:</p> <ul style="list-style-type: none"> <li>• The crane that had tipped over was leaking fuel onto the ground. To prevent ignition of the fuel several loads of sand were spread on the fuel and around the crane.</li> <li>• Emergency services personnel cut into the cabin of the truck, removing the roof and the passenger side door, in order to gain access to the injured driver. Police removed several items, including a mobile phone, from the cabin.</li> <li>• Several pallets of stock were moved from the area to enable emergency vehicles to have access. The chemical spill was cleaned up to limit the spread of harmful fumes to neighbouring properties and prevent discharge into the nearby lake. All warehouse doors were opened to increase ventilation to the area.</li> </ul>



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# NOTIFICATION OF AN INCIDENT

This notification form is approved by Comcare for the purposes of section 38(5) of the *Work Health and Safety Act 2011* (Cth).

## MANAGEMENT OF AN INDIVIDUAL'S PRIVACY

This form seeks to collect information—including personal information—for the purpose of administering and enforcing the WHS Act and the Work Health and Safety Regulations 2011 (Cth) (WHS Regulations).

Comcare is authorised by law to collect personal information under section 38 of the WHS Act where it is reasonably necessary to do so when administering and enforcing the Act and Regulations. Information on how Comcare manages an individual's privacy is available at [http://www.comcare.gov.au/about\\_us/privacy](http://www.comcare.gov.au/about_us/privacy).

## INSTRUCTIONS

The red numbers in the form indicate the relevant section in the attached 'Guidance and examples'. All questions marked with an asterisk (\*) are mandatory.

For further guidance refer to Comcare's *Guide to work health and safety incident notification*.

The duty to notify is held at all times by the person conducting the business or undertaking. (1)

Notifications can be given to Comcare by fax on 1300 305 916.

## 1. DETAILS OF THE PERSON CONDUCTING THE BUSINESS OR UNDERTAKING (PCBU) WHICH GAVE RISE TO THE INCIDENT

\* Agency/department/authority/company

Department of Immigration and Border Protection

\* Australian Business Number (ABN) (2)

33 380 054 835

\* Australian Company Number (ACN) (2)

\* Street address

6 Chan Street

\* Town/suburb

Belconnen

\* State

ACT

\* Postcode

2617

Person with management or control (PMMC) of the workplace where the incident occurred (2a)

\* ☒ As above ☐ Other

If you have selected 'other' please complete the following

\* Agency/department/authority/company

\* Australian Business Number (ABN) (2)

\* Australian Company Number (ACN) (2)

\* Street address

\* Town/suburb

\* State

\* Postcode

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under the Freedom of Information Act 1982

## 2. PREVIOUS NOTIFICATION OF THIS INCIDENT

Has this incident been notified to Comcare previously, by telephone or in writing (fax or email)?

☒ Yes ☐ No

If you have selected 'yes', please tick one of the following reasons for subsequent notification:

- ☒ Required by Comcare after previous telephone notification  
☐ Requested by Comcare after previous written notification  
☐ Additional information being notified  
☐ Change to information previously notified  
☐ Other

If 'other', what is the reason?

Method of first notification to Comcare

☒ Telephone ☐ In writing ☐ Other

Date first notified to Comcare

24 December 2016

Comments—include Comcare reference number if known

## 3. DETAILS OF THE INCIDENT

\* Date of incident

24 December 2016

\* Time of incident

1320 AEST

\* Type of incident (3)

- ☒ The death of a person  
☐ A serious injury or illness of a person  
☐ A dangerous incident

\* Serious injury or illness type (if applicable) (4)

- ☐ Treatment as inpatient in a hospital  
☐ Amputation of any part of body

s. 47F(1)

- ☐ Serious eye injury  
☐ Serious burn  
☐ Separation of skin from underlying tissue (such as degloving or scalping)  
☐ Spinal injury  
☐ Loss of a bodily function  
☐ Serious lacerations  
☐ Medical treatment within 48 hours of exposure to a substance

Did the injury or illness require the person to have 'immediate' treatment?

☒ Yes ☐ No



\* Dangerous incident type (if applicable) (5)

- ☐ 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
- ☐ 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 authorised for use in accordance with the 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
- ☐ The interruption of the main system of ventilation in an underground excavation or tunnel

Was there a serious risk to a person's health and safety that was 'immediate or imminent'?

☒ Yes ☐ No

Did this incident occur at a major hazard facility? (6)

☐ Yes ☒ No

Where did the incident occur?

\* Workplace known as (7)

Manus Regional Processing Centre

\* Street address

\* Town/suburb

\* State

\* Postcode

\* Country

Papua New Guinea

\* Describe the exact location of the incident (8)

s. 47F(1) building at Regional Processing Centre  
Two (RPC2) Manus Island.

\* Describe the sequence of events immediately leading up to the incident, including what, if anything, may have gone wrong (9)

At approx 22:17hrs on the 22nd of December 2016. CSO s. 22(1)(a) was on duty within RPC2 and was commencing a perimeter check around s. 47F(1)

\* What activity was being performed when the incident occurred? (10)

Unknown

\* What, if any, plant, vehicles, equipment, substances or things were involved in the incident? (11)

s. 47F(1)

#### 4. DETAILS OF PERSONS WHO DIED OR SUFFERED SERIOUS INJURY OR ILLNESS

Note: You must include the full names and details of all persons who died or suffered a serious injury or illness.

##### Person 1

* Title	s. 47F(1)
* First names	
* Last name	
* Date of birth	
* Residential address	Manus Regional Processing Centre, Manus Island
* Town/suburb	
* State	
* Postcode	
* Occupation (if relevant)	
* Employer (if relevant)	
* Telephone number	
* Email address (if known)	
* Relationship to the PCBU (12)	
<input type="checkbox"/> Employee	
<input type="checkbox"/> Contractor/Self-employed	
<input type="checkbox"/> Labour hire worker	
<input type="checkbox"/> Group training apprentice or trainee	
<input type="checkbox"/> Volunteer	
<input type="checkbox"/> Member of the public	
<input type="checkbox"/> Defence youth cadet	
<input checked="" type="checkbox"/> Other	

##### \* Injury/illness details (13)

s. 47F(1)	
s. 47F(1)	passed away at 1320hrs on the 24th of December
s. 47F(1)	

##### \* Details of any treatment received or needed (14)

s. 47F(1)	
s. 47F(1)	Due to the nature of his injury, arrangements were made for an urgent medical evacuation to Royal Brisbane Hospital.

##### \* Where was the injured person taken for treatment?

Following treatment at the IHMS facility	s. 47F(1)
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under the Freedom of Information Act 1982



**Person 2 (if applicable)**

\* Title

\* First names

\* Last name

\* Date of birth

\* Residential address

\* Town/suburb

\* State

\* Postcode

\* Occupation (if relevant)

\* Employer (if relevant)

\* Telephone number

\* Email address (if known)

\* Relationship to the PCBU (15)

- ☐ Employee
- ☐ Contractor/Self-employed
- ☐ Labour hire worker
- ☐ Group training apprentice or trainee
- ☐ Volunteer
- ☐ Member of the public
- ☐ Defence youth cadet
- ☐ Other

\* Injury/illness details (16)

\* Details of any treatment received or needed (17)

\* Where was the injured person taken for treatment?

**Additional injured persons (if applicable)**

\* Details of any other persons injured in the incident (17)

## 5. DETAILS OF WORKERS INVOLVED IN A DANGEROUS INCIDENT (IF NOT ALREADY NAMED ABOVE)

Note: These persons may be contacted to provide additional information about this incident.

* First names	s. 22(1)(a)(ii)
* Last name	
* Role for the relevant work task giving rise to the incident	Client Services Officer on patrol
* Employer (if not the PCBU)	Broadspectrum
* Telephone number	
* Email address (if known)	
Worker 2 (if applicable)	
* First names	
* Last name	
* Role for the relevant work task giving rise to the incident	
* Employer (if not the PCBU)	
* Telephone number	
* Email address (if known)	

## 6. ACTION TAKEN OR PROPOSED TO PREVENT A RECURRENCE OF A SIMILAR INCIDENT

\* What action was taken immediately following the incident to prevent a recurrence of a similar incident—or to minimise any risk to health and safety that was present because of, or in the aftermath, of the incident? (18)

immediate medical treatment was provided and the incident site checked for any trip hazards or other contributing factors. Medical evacuation was arranged for treatment within Australia.

\* Describe any longer term action taken or proposed to prevent a recurrence (if known) (19)

A coroners investigation will be undertaken and an internal investigation undertaken.

## 7. DISTURBANCE/PRESERVATION OF INCIDENT SITE

The person with management or control of a workplace (PwMC) at which a notifiable incident has occurred must ensure, so far as is reasonably practicable, that the site where the incident occurred is not disturbed until an Inspector arrives at the site—or any earlier time that an Inspector directs (s39(1) of the WHS Act).

\* Has the site where the incident occurred been disturbed?

☐ No ☒ Yes ☐ Don't know

If you have ticked 'no' proceed to section 8.

If you have ticked 'yes' or 'don't know' please answer the following question.

\* Has a Comcare Inspector arrived at the site or authorised disturbance of the incident site? (20)

☒ No ☐ Yes ☐ Don't know

If you have ticked 'yes' please complete the following.

\* Inspector's name

\* Date authorised

\* Time authorised (if known)

If you have ticked 'no' please answer the following.

\* Has the incident site been disturbed for one of the reasons set out in section 39(3) of the WHS Act? (20)

☐ No ☒ Yes ☐ Don't know

\* Primary reason for disturbance (20a)

☒ 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

☐ Police investigation

☐ Inspector of the regulator has given permission

\* How was the site disturbed? (20b)

Immediate assistance was given to

## 8. DETAILS OF PERSON COMPLETING THIS FORM

\* Title

\* First name

\* Last name

\* Position/designation

Senior Work Health Safety Advisor

\* Telephone number

\* Email address

@border.gov.au

### 9. CONTACT PERSON FOR FURTHER ENQUIRIES

☐ As above ☒ Other

If you have ticked 'other' please complete the following

* Title	s. 22(1)(a)(ii)
* First name	
* Last name	
* Position/designation	A/g Director National Work Health and Safety
* Telephone number	M: s. 22(1)(a)(ii)
* Email address	s. 22(1)(a)(ii) @border.gov.au

### 10. PERSON RESPONSIBLE FOR IMPLEMENTING LONGER TERM REMEDIAL ACTION

☐ As in 8 above ☒ As in 9 above ☐ Other

If you have ticked 'other' please complete the following

* Title	
* First name	
* Last name	
* Position/designation	
* Telephone number	
* Email address	



# GUIDANCE AND EXAMPLES

## 1 Who should complete this form?

The duty to notify is not transferable and is held at all times by the relevant person (entity) conducting a business or undertaking (PCBU).

However, the way in which the PCBU discharges this duty may involve arranging for another entity or person to submit notifications on their behalf. For example, this could be:

- > the person with management or control (PVMC) of the workplace
- > the supervisor of the injured worker
- > any other person with identified responsibility to notify.

Any failure by that person or entity to submit a notification on behalf of the PCBU may result in the PCBU having liability for a breach of section 38 of the WHS Act.

## 2 Australian Business Number (ABN)

The ABN is a unique 11-digit identifying number that businesses use when dealing with other businesses, the Australian Taxation Office and other government agencies. If you do not know your organisation's ABN number, you can search for it at: <http://www.abr.business.gov.au/AdvancedSearch.aspx>

### Australian Company Number (ACN)

Under the *Corporations Act 2001*, every company in Australia has been issued with a unique, nine-digit number known as an Australian Company Number (ACN). The purpose of the ACN is to ensure adequate identification of companies for business transactions. It must be shown on a range of documents.

If you do not know your organisation's ACN number, you can search for it at:

<http://www.search.asic.gov.au/gns001.html>

If your company has an ABN, you may use it with your company's name in place of the ACN, provided that the ABN includes your nine-digit ACN.

## 2a Person with management or control (PVMC)

The person with management control of a workplace refers to the person conducting a business or undertaking to the extent the business or undertaking involves the management or control of the workplace—in whole or in part (section 20(1) of the WHS Act).

## 3 Type of incident

A single incident may result in multiple outcomes. For example, a crane collapse may result in a serious injury and also be a dangerous incident. The type of incident selected must relate to the most severe outcome. In this example, the type of incident would be serious injury.

The WHS Act (section 35) defines notifiable incidents as:

- (a) the death of a person
- (b) a serious injury or illness of a person
- (c) a dangerous incident.

Please refer to the WHS Act for definitions of serious injury or illness (section 36) and dangerous incident (section 37).

For assistance with interpreting these terms please refer to Comcare's *Guide to work health and safety incident notification*.



#### 4 Serious injury or illness type

The dropdown box in the form contains the treatment and injury details specified in the WHS Act and Regulations for serious injury or illness. Select the one that most adequately represents the highest level of treatment and injury that resulted from the incident.

Serious injury or illness is defined in section 36 of the WHS Act. The Regulations may also include or exclude other injuries or illnesses as serious injuries or illnesses, but do not currently do so.

#### 5 Dangerous incident type

The dropdown box in this form contains a list of events specified in the WHS Act and Regulations as dangerous incidents. Select the dangerous incident type that best represents the incident in terms of the risk to health and safety of workers and other persons.

Dangerous incident is defined in the section 37 of the WHS Act as an incident in relation to a workplace that exposes a worker, or any other person, to a serious risk to health or safety emanating from an immediate or imminent exposure to certain events. The Regulations may also include or exclude other events as dangerous incidents, but do not currently do so.

An accident may involve a number of incident types. For example, 'the collapse or partial collapse of a structure' may have lead to 'an uncontrolled escape, spillage or leakage of a substance'. In this case determine whether the health and safety of workers or other persons was more at risk from the collapse of the structure, or from exposure to the spilled substance, and record that incident type. If the risk is the same for each incident type, record the incident that occurred first.

#### 6 Did this incident occur at a major hazard facility?

Major hazard facilities (MHFs) are sites that have the potential to cause major accidents, where consequences may rival natural disasters in terms of loss of life, injury, damage to property and disruption of services. To be a MHF a facility must be:

- (a) determined by Comcare to be a MHF and/or licensed under Part 9 of the WHS Regulations
- (b) a facility at which chemicals listed in Schedule 15 of the Regulations are present, or likely to be present, in a quantity that exceeds the prescribed threshold quantities.

#### 7 Workplace known as

The general workplace where the incident occurred may have a name by which it is commonly known. For example: Robertson Army Barracks, HMAS Stirling, Melbourne Delivery Centre, National Gallery, Yulara Visitors Centre, Black Mountain Laboratories.

A full street address must also be given in the relevant fields of the form.

#### 8 Describe the exact location of the incident

This is intended to provide accurate details of where the incident occurred, for example:

- > On the corner of Barry Drive and Baldwin Close at the traffic light situated across from the Caltex petrol station Braddon ACT 2612.
- > Storage room across from the lift on the north side on Level 1, 14 Moore St Canberra ACT 2601.
- > Bridge pier number 206, adjacent to the southern office compound on South Road, 200 metres north of the intersection with Days Road Regency Park SA 5010.

## 9 Describe the sequence of events immediately leading to the incident

Examples:

- > The crane operator was performing a pick and carry of a 6 tonne load with a mobile crane. After lifting the load, the operator was driving the suspended load to another area in the yard when the crane tipped over.
- > A contractor was conducting fault testing on an electrical cabinet when he touched a live socket and received an electric shock.
- > The worker was mixing cement using a machine called a paddle mixer. As the worker attempted to remove material from the open hatch, his fingers were caught by the rotating blades.

## 10 What activity was being performed when the incident occurred?

Examples:

- > The worker was lifting and shifting drums manually.
- > The soldier was loading his rifle, following the safe operating procedure (SOP) for rifle loading.
- > The worker was driving through the traffic lights when a person walked in front of the truck.

## 11 What, if any, plant, vehicles, equipment, substances or things were involved in the incident?

Section 5 of the WHS Act defines plant as including:

- (a) any machinery, equipment, appliance, container, implement and tool
- (b) and any component of any of those things
- (c) anything fitted or connected to any of those things.

Substance is defined as 'any natural or artificial substance, whether in the form of a solid, liquid, gas or vapour'.

Examples:

- > Company truck, 2 tonne, rego ABC-123 and 25kg drums (empty).
- > F88 Steyr automatic rifle.
- > Paint solvent—methyl ethyl ketone—and leather work gloves.
- > 20 tonne Linmac mobile crane, registration number 123-456.

## 12 Relationship to the notifying entity

Select from the drop down list to show the relationship the injured person had to the entity that conducts the business or undertaking that gave rise to the incident.

## 13 Provide injury/illness details

This should be as descriptive and precise as possible.

Examples:

- > Suffered a broken left leg, sprain to the right ankle and a suspected broken rib.
- > Received minor laceration to front of head/temple and possible concussion.
- > Suffered an amputation of part of the little finger of left hand, severe laceration of the ring finger, and ligament and tendon damage to the left wrist.



**14 Details of any treatment received or needed**

Examples:

- > Worker taken to hospital with breathing difficulties and was admitted for observation overnight.
- > Worker taken to hospital in an ambulance, treated in casualty where burns were dressed and worker was referred for skin grafts.
- > First aid administered by first aid officer on site. Ice pack applied. Worker taken to emergency dental practice to replace knocked out tooth.

**15 Provide injury/illness details (Person 2)**

(Same as 13)

**16 Details of any treatment received or needed (Person 2)**

(Same as 14)

**17 Details of any other persons injured in the incident**

List each of the persons named on a different line, including details of their injuries and treatment received. Where possible include the relationship to the entity that conducts the business or undertaking that gave rise to the incident.

Examples:

- > Joe Smith—member of the public, taken to hospital and an x-ray was taken confirming fracture of the left index finger.
- > Jane Brown—employee, could be suffering from concussion, went to her local GP who advised her to apply a cold compress and gave her two days off work.

**18 What action was taken immediately following the incident to prevent a recurrence?**

List all immediate action that has been taken to prevent such an incident from occurring again.

Example:

The hydraulic lift was immediately returned to the loading dock and all employees were reminded to wear their personal protective gear (i.e. helmets) when in the loading zone.

**19 Describe any longer term action taken or proposed to prevent a recurrence**

Describe what action will be undertaken, or is proposed, to prevent future recurrences. If remedial action has not yet been determined, describe the process to determine the remedial action.

Examples:

- > An internal investigation will be undertaken to review the manual loading process and update it, if necessary.
- > Signs will be placed around the loading area reminding staff of their duty to wear appropriate safety gear at all time.
- > Check with the manufacturer and/or supplier that the guard for the power-take off shaft is the correct size and length for the drive shaft, and replace where necessary.

## 20 Disturbance/preservation of incident site

Subsection 39(1) of the WHS Act sets out the requirement for the PPMC to ensure the site where an incident occurred is not disturbed until an Inspector arrives at the site—or any earlier time that an Inspector directs.

For example, if the incident site is confined to a particular physical location within an office building, and no immediate risk to health and safety remains for people in other parts of that office, then the entire office would need to be isolated (preserved) until Comcare Inspectors advise otherwise.

In terms of subsection 39(3) of the WHS Act, subsection (1) does not apply to any action:

- (a) to assist an injured person
- (b) to remove a deceased person
- (c) that is essential to make the site safe or to minimise the risk of a further notifiable incident
- (d) that is associated with a police investigation
- (e) for which an Inspector or the regulator has given permission.

### 20a Primary reason for disturbance

There may be more than one permitted reason for the site to be disturbed. For example, it may have been necessary to disturb an incident site to assist an injured person and to make the site safe. Choose from the list the reason that caused the most disturbances or, if equal, choose any one of the relevant reasons.

### 20b How was the site disturbed

Examples:

- > The crane that had tipped over was leaking fuel onto the ground. To prevent ignition of the fuel several loads of sand were spread on the fuel and around the crane.
- > Emergency services personnel cut into the cabin of the truck, removing the roof and the passenger side door, in order to gain access to the injured driver. Police removed several items, including a mobile phone, from the cabin.
- > Several pallets of stock were moved from the area to enable emergency vehicles to have access. The chemical spill was cleaned up to limit the spread of harmful fumes to neighbouring properties and prevent discharge into the nearby lake. All warehouse doors were opened to increase ventilation to the area.



Australian Government

Comcare

## INCIDENT NOTIFICATION

Reference number: **20180302-103055-146**Reported: **02 Mar 2018 - 10:57**

<b>Organisation PCBU</b>	Department of Home Affairs - ABN: 33380054835
<b>PCBU address</b>	6 Chan Street BELCONNEN 2617
<b>Organisation PPMC</b>	
<b>PPMC address</b>	

<b>Previous notification</b>	Phone - 28 Feb 2018 12:00:00PM
<b>Reason for subsequent notification</b>	Additional notification from organisation
<b>Comments</b>	Comcare ref: NOT00004387

<b>Incident date/time</b>	2018-2-28 11:45:00 AM
<b>Location</b>	West Lorengau Haus, Manus Province , Papua New Guinea Seadler Bay Estate Ward 1 Lorengau, Manus Island
<b>Major Hazard Facility</b>	No
<b>Sequence of events</b>	The crane that was operating was lifting a power generator and when the crane started slewing (normal moving) the ground gave way. <sup>s. 47F(1)</sup>
<b>Activity being performed</b>	The crane was moving, lifting a power generator and the ground gave way.
<b>Items involved</b>	Crane and power generator
<b>Type of incident</b>	The death of a person

<b>Person involved</b>	<sup>s. 47F(1)</sup>
<b>DOB</b>	<sup>s. 47F(1)</sup>
<b>Address</b>	<sup>s. 47F(1)</sup>
<b>Occupation / Employer</b>	<sup>s. 47F(1)</sup>



#### Contact details

**Relationship to PCBU** Worker - Contractor/Subcontractor

**Injury details** Fatal construction accident resulting in death

**Treatments** Treatment was received on site by IHMS

**Taken to** s. 47F(1) [REDACTED]

**Preventative action** PNG Police secured the site with construction activities being stood down for the remainder of 28 February 2018.

**Preventative long-term** Unknown

**Has the site been disturbed** Don't Know

**Inspector arrived/authorised** No

**Disturbed per 39(3) WHS Act**

**Person who completed this report** s. 22(1)(a)(ii) [REDACTED]  
Advisor, Workforce Health & Safety  
s. 22(1)(a)(ii) [REDACTED] s. 22(1)(a)(ii) [REDACTED] @homeaffairs.gov.au

**Contact person for further enquiries** s. 22(1)(a)(ii) [REDACTED]  
Director, Workforce Health & Safety  
s. 22(1)(a)(ii) [REDACTED] s. 22(1)(a)(ii) [REDACTED] @homeaffairs.gov.au

**Person responsible for remedial action** As Above (further enquiries person)



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## INCIDENT NOTIFICATION

Reference number: **20180627-151554-489**Reported: **27 Jun 2018 - 15:16**

<b>Organisation PCBU</b>	Department of Home Affairs - ABN: 33380054835
<b>PCBU address</b>	6 Chan Street BELCONNEN 2617
<b>Organisation PPMC</b>	
<b>PPMC address</b>	

<b>Previous notification</b>	Phone - 27 Jun 2018 02:44:00PM
<b>Reason for subsequent notification</b>	Other - Written notification
<b>Comments</b>	NOT00006182

<b>Incident date/time</b>	2018-6-15 10:54:00 AM
<b>Location</b>	Nauru RPC , Nauru Nauru RPC 3
<b>Major Hazard Facility</b>	No
<b>Sequence of events</b>	A <sup>s. 47F(1)</sup> asylum seeker was found deceased.
<b>Activity being performed</b>	Person was discovered deceased.
<b>Items involved</b>	N/A
<b>Type of incident</b>	The death of a person

<b>Person involved</b>	<sup>s. 47F(1)</sup>
<b>DOB</b>	<sup>s. 47F(1)</sup>
<b>Address</b>	
<b>Occupation / Employer</b>	
<b>Contact details</b>	
<b>Relationship to PCBU</b>	Other - Detainee



**Injury details**

**Treatments**

**Taken to**

**Preventative action**

Circumstances of the death are being investigated.

**Preventative long-term**

Incident is being investigated by Nauru Police.

**Has the site been disturbed**

Yes

**Inspector arrived/authorised**

No

**Disturbed per 39(3) WHS Act**

**Person who completed this report**

s. 22(1)(a)(ii)

WHS Advisor

s. 22(1)(a)(ii)

s. 22(1)(a)(ii)

@homeaffairs.gov.au

**Contact person for further enquiries**

s. 22(1)(a)(ii)

Director WHS

s. 22(1)(a)(ii)

s. 22(1)(a)(ii)

@homeaffairs.gov.au

**Person responsible for remedial action**

As Above (further enquiries person)



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## INCIDENT NOTIFICATION

Reference number: **20190619-045732-434**Reported: **19 Jun 2019 - 05:20**

<b>Organisation PCBU</b>	Department of Home Affairs - ABN: 33380054835
<b>PCBU address</b>	6 Chan Street BELCONNEN 2617
<b>Organisation PPMC</b>	
<b>PPMC address</b>	

<b>Previous notification</b>	
<b>Reason for subsequent notification</b>	
<b>Comments</b>	

<b>Incident date/time</b>	2019-6-19 9:00:00 AM
<b>Location</b>	Bay Class Vessel - Storm Bay s. 37(1)(a)
<b>Major Hazard Facility</b>	
<b>Sequence of events</b>	
<b>Activity being performed</b>	
<b>Items involved</b>	
<b>Type of incident</b>	

<b>Person involved</b>	s. 47F(1)	
<b>DOB</b>		
<b>Address</b>		
<b>Occupation / Employer</b>		Department of Home Affairs
<b>Contact details</b>		

**Relationship to PCBU**

s. 37(1)(a)

**Injury details**

**Treatments**

Not Applicable

**Taken to**

Not Applicable

**Preventative action**

s. 37(1)(a)

**Preventative long-term**

**Has the site been disturbed**

**Inspector arrived/authorised**

**Disturbed per 39(3) WHS Act**

**Person who completed this report**

s. 22(1)(a)(ii)

A/g Assistant Director/ Case Management Services

s. 22(1)(a)(ii)

s. 22(1)(a)(ii)

@homeaffair.gov.au

**Contact person for further enquiries**

As Above

**Person responsible for remedial action**

As Above (form completer)



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## INCIDENT NOTIFICATION

Reference number: **20190713-153534-545**Reported: **13 Jul 2019 - 15:58**

<b>Organisation PCBU</b>	Department of Home Affairs - ABN: 33380054835
<b>PCBU address</b>	6 Chan Street BELCONNEN 2617
<b>Organisation PPMC</b>	
<b>PPMC address</b>	

<b>Previous notification</b>	Phone - 13 Jul 2019 01:20:00AM
<b>Reason for subsequent notification</b>	Additional notification from organisation
<b>Comments</b>	

<b>Incident date/time</b>	2019-7-12 11:33:00 PM
<b>Location</b>	Melbourne Immigration Transit Accommodation (MITA) Maygar Barracks 120-150 Camp Road  BROADMEADOWS, VIC, 3047, , Australia Room 4 BAS 1 compound
<b>Major Hazard Facility</b>	No
<b>Sequence of events</b>	At 11:33pm a detainee was found unconscious in <sup>s. 47F</sup> room at MITA. CPR was administered and ambulance called. At 12:20am the detainee was pronounced deceased.
<b>Activity being performed</b>	Unknown at the time of this report.
<b>Items involved</b>	Unknown at the time of this report.
<b>Type of incident</b>	The death of a person

<b>Person involved</b>	s. 47F(1)
<b>DOB</b>	s. 47F(1)
<b>Address</b>	MITA BROADMEADOWS, VIC, 3047
<b>Occupation / Employer</b>	n/a

	n/a
<b>Contact details</b>	
<b>Relationship to PCBU</b>	Other - Detainee
<b>Injury details</b>	Death
<b>Treatments</b>	CPR
<b>Taken to</b>	n/a

<b>Preventative action</b>	Police and coroner arrived on-site. Further details unknown at the time of this report.
<b>Preventative long-term</b>	Unknown at the time of this report.
<b>Has the site been disturbed</b>	Yes
<b>Inspector arrived/authorised</b>	Yes 2019-7-13 1:30:00 AM s. 22(1)(a)(ii)
<b>Disturbed per 39(3) WHS Act</b>	Don't Know

<b>Person who completed this report</b>	s. 22(1)(a)(ii) WHS Incidents s. 22(1)(a)(ii) s. 22(1)(a)(ii) @homeaffairs.gov.au
<b>Contact person for further enquiries</b>	s. 22(1)(a)(ii) Workforce Health and Safety s. 22(1)(a)(ii) s. 22(1)(a)(ii) @homeaffairs.gov.au
<b>Person responsible for remedial action</b>	As Above (further enquiries person)





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## INCIDENT NOTIFICATION

Reference number: 20200110-173930-264

Reported: 10 Jan 2020 - 18:03

<b>Organisation PCBU</b>	Department of Home Affairs - ABN: 33380054835
<b>PCBU address</b>	6 Chan Street BELCONNEN 2617
<b>Organisation PPMC</b>	
<b>PPMC address</b>	

<b>Previous notification</b>	Phone - 09 Jan 2020 01:40:00PM
<b>Reason for subsequent notification</b>	Additional notification from organisation
<b>Comments</b>	NOT00015098

<b>Incident date/time</b>	2020-1-9 3:17:00 AM
<b>Location</b>	s. 47F(1)
<b>Major Hazard Facility</b>	No
<b>Sequence of events</b>	s. 47F(1)
<b>Activity being performed</b>	First Aid assistance provided by building security, Ambulance was called and transported s. 47F(1) to Hospital.
	s. 47F(1)
	Death, following the s. 47F(1). Cause of the s. 47F(1) is unknown at this time.
<b>Items involved</b>	N/A
<b>Type of incident</b>	The death of a person

<b>Person involved</b>	s. 47F(1)
<b>DOB</b>	

**Address**

**Occupation /  
Employer**

**Contact details**

**Relationship to PCBU**

s. 47F(1)

**Injury details**

N/A

**Treatments**

Building security immediately responded with initial first aid. Paramedics were called and were on-site within minutes s. 47F(1)

**Taken to**

s. 47F(1)

**Preventative action**

N/A

**Preventative long-term**

N/A

**Has the site been disturbed**

Don't Know

**Inspector arrived/authorised**

No

**Disturbed per 39(3) WHS Act**

**Person who completed this  
report**

s. 22(1)(a)(ii)

WHS Incidents - Workforce Health and Safety

s. 22(1)(a)(ii)

s. 22(1)(a)(ii)

@homeaffairs.gov.au

**Contact person for further  
enquiries**

s. 22(1)(a)(ii)

A/g Director - Workforce Health and Safety

s. 22(1)(a)(ii)

s. 22(1)(a)(ii)

@homeaffairs.gov.au

**Person responsible for  
remedial action**

As Above (further enquiries person)





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## INCIDENT NOTIFICATION

Reference number: **20190127-180303-348**Reported: **27 Jan 2019 - 18:22**

<b>Organisation PCBU</b>	Department of Home Affairs - ABN: 33380054835
<b>PCBU address</b>	6 Chan Street BELCONNEN 2617
<b>Organisation PPMC</b>	
<b>PPMC address</b>	

<b>Previous notification</b>	Phone - 25 Jan 2019 08:00:00PM
<b>Reason for subsequent notification</b>	Other - Written notification following verbal
<b>Comments</b>	attempted notification at 18:56 and 19:37 - no answer

<b>Incident date/time</b>	2019-1-25 5:35:00 PM
<b>Location</b>	Villawood Immigration Detention Centre (Mitchell Compound) 15 Birmingham Avenue  VILLAWOOD, NSW, 2163, , Australia Detainee accomodation
<b>Major Hazard Facility</b>	No
<b>Sequence of events</b>	<ul style="list-style-type: none"> <li>On 25JAN2019, at approximately 1735 AEDT at Villawood Immigration Detention Centre a Serco officer entered a room s. 47F(1)</li> <li>s. 47F(1) commenced resuscitation with a significant response from SERCO.</li> <li>NSW ambulance arrived and continued resuscitation.</li> <li>The entire scene has been cordoned.</li> <li>On 25JAN2019 detainee passed away while in care.</li> </ul>
<b>Activity being performed</b>	routine inspection
<b>Items involved</b>	n/a
<b>Type of incident</b>	The death of a person

Released by Department of Home Affairs  
under the Freedom of Information Act 1982

**Person involved** restricted restricted

**DOB**

**Address**

**Occupation / Employer**

**Contact details**

**Relationship to PCBU** Other - Detainee

**Injury details** death s. 47F(1)

**Treatments** resuscitation attempted

**Taken to** treated at the scene

**Preventative action** Police and ambulance assessed the scene

**Preventative long-term** TBA

**Has the site been disturbed** Yes

**Inspector arrived/authorised** Yes s. 47F(1) 8:10:00 PM  
s. 22(1)(a)(ii)

**Disturbed per 39(3) WHS Act** No

**Person who completed this report** s. 22(1)(a)(ii)  
A/g Director Case Management Services  
s. 22(1)(a)(ii) s. 22(1)(a)(ii) @homeaffairs.gov.au

**Contact person for further enquiries** As Above

**Person responsible for remedial action** As Above (form completer)



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## INCIDENT NOTIFICATION

Reference number: **20190305-163230-663**Reported: **05 Mar 2019 - 17:10**

<b>Organisation PCBU</b>	Department of Home Affairs - ABN: 33380054835
<b>PCBU address</b>	6 Chan Street BELCONNEN 2617
<b>Organisation PPMC</b>	
<b>PPMC address</b>	

<b>Previous notification</b>	Phone - 04 Mar 2019 09:27:00PM
<b>Reason for subsequent notification</b>	Additional notification from organisation
<b>Comments</b>	NOT00010125

<b>Incident date/time</b>	2019-3-4 7:28:00 PM
<b>Location</b>	Villawood Immigration Detention Centre (VIDC) 15 Birmingham Avenue VILLAWOOD, NSW, 2163, , Australia Detainee room at Villawood
<b>Major Hazard Facility</b>	No
<b>Sequence of events</b>	s. 47F(1) [REDACTED] [REDACTED]. Serco arrived, raised the alarm and ambulance and police arrived. s. 47F(1) was declared deceased at 7.28pm AEDT s. 47F(1). NSW police attended and secured the site until the arrival of Crime Scene Unit (CSU) who arrived at 11:41pm. Scene was cordoned off and CCTV footage secured.
<b>Activity being performed</b>	s. 47F(1). Immediately prior, not aware of any activity.
<b>Items involved</b>	s. 47F(1) [REDACTED]
<b>Type of incident</b>	The death of a person

<b>Person involved</b>	s. 47F(1) [REDACTED]
<b>DOB</b>	s. 47F(1) [REDACTED]

<b>Address</b>	Villawood Immigration Detention Centre VILLAWOOD, NSW, 2163
<b>Occupation / Employer</b>	not applicable not applicable
<b>Contact details</b>	
<b>Relationship to PCBU</b>	Other - Detainee
<b>Injury details</b>	Death
<b>Treatments</b>	Not applicable
<b>Taken to</b>	Not applicable

<b>Preventative action</b>	Scene cordoned off. Internal investigations continuing.
<b>Preventative long-term</b>	Internal investigations continuing.
<b>Has the site been disturbed</b>	Yes
<b>Inspector arrived/authorised</b>	Yes 2019-3-5 10:20:00 AM s. 22(1)(a)(ii)
<b>Disturbed per 39(3) WHS Act</b>	No

<b>Person who completed this report</b>	s. 22(1)(a)(ii) WHS Incidents s. 22(1)(a)(ii) s. 22(1)(a)(ii) @homeaffairs.gov.au
<b>Contact person for further enquiries</b>	s. 22(1)(a)(ii) Workforce Health and Safety s. 22(1)(a)(ii) s. 22(1)(a)(ii) @homeaffairs.gov.au
<b>Person responsible for remedial action</b>	As Above (further enquiries person)





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## INCIDENT NOTIFICATION

Reference number: **20190315-161033-507**Reported: **15 Mar 2019 - 16:27**

<b>Organisation PCBU</b>	Department of Home Affairs - ABN: 33380054835
<b>PCBU address</b>	6 Chan Street BELCONNEN 2617
<b>Organisation PPMC</b>	
<b>PPMC address</b>	

Previous notification

Reason for subsequent notification

Comments

Incident date/time 2019-3-15 3:20:00 PM

Location

s. 47F(1)

Major Hazard Facility

No

Sequence of events

Detainee s. 47F(1)

Activity being performed

Detainee s. 47F(1)

passed away at 3.20pm.

Items involved

Not applicable.

Type of incident

The death of a person

Person involved

s. 47F(1)

DOB

**Address** s. 47F(1)

**Occupation / Employer** Not applicable  
Not applicable

**Contact details**

**Relationship to PCBU** Other - Detainee

**Injury details** s. 47F(1)

**Treatments** s. 47F(1)

**Taken to** s. 47F(1)

**Preventative action** Personl medical condition.

**Preventative long-term** Personl medical condition.

**Has the site been disturbed** Yes

**Inspector arrived/authorised** Yes 2019-3-15 4:10:00 PM  
s. 22(1)(a)(ii)

**Disturbed per 39(3) WHS Act** No

**Person who completed this report**

s. 22(1)(a)(ii)

WHS Incident team

s. 22(1)(a)(ii) s. 22(1)(a)(ii) @homeaffairs.gov.au

**Contact person for further enquiries**

s. 22(1)(a)(ii)

Workforce Health and Safety

s. 22(1)(a)(ii) s. 22(1)(a)(ii) @homeaffairs.gov.au

**Person responsible for remedial action**

As Above (further enquiries person)