

State Authority Incident Reporting

NSW

SafeWork NSW

If a notifiable incident occurs, you must notify us immediately on **13 10 50** as an urgent investigation may be needed and notify your insurer within 48 hours. The incident site must be preserved until an Inspector attends (or the inspector or regulator directs otherwise).

Phone: 13 10 50 Email: contact@safework.nsw.gov.au

[More information here:](#)

ACT

Work Safe ACT

Immediately after becoming aware that a notifiable incident under the Work Health and Safety Act 2011 or dangerous occurrence under the Dangerous Substances Act 2004 has occurred, a person in control of a business or undertaking or person in control of premises respectively must ensure that Access Canberra is notified of the notifiable incident or dangerous occurrence by the fastest possible means, either by: Phone:

02 6207 3000 Email: worksafe@act.gov.au

Within 48 hours of the initial notification, Access Canberra must be notified in writing of the notifiable incident or dangerous occurrence by completing the relevant form:

- Notifiable incident report (Online)
- Dangerous substance report (DOC 163KB) Completed forms are to be forwarded to **PO Box 158, Canberra City ACT 2601.**

[For more information and associated forms:](#)

VIC

Work Safe Victoria

Employers, occupiers and people who are in control of workplaces and high risk equipment are required by law to notify WorkSafe about incidents involving workplace health and safety, dangerous goods as well as explosives. WorkSafe must be notified immediately by:

Phone: 132 360 and then in writing within 48 hours using one of the following forms:

- Online Incident Notification Form
- Incident Notification form (PDF 120KB)

[More information and associated forms here:](#)

TAS

Work Safe Tasmania

To report an incident to WorkSafe Tasmania immediately:

Phone 1300 366 322 If you are calling from outside Tasmania:

Phone (03) 6166 4600.

You must follow this up within 48 hours, by lodging the form to WorkSafe by email, fax or by mail.

Fax: (03) 6173 0206 Email: wstinfo@justice.tas.gov.au

Mail: PO Box 56 Rosny Park TAS 7018

[More information and associated forms here:](#)

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SA

Safe Work SA

South Australia's work health and safety laws require a person conducting a business or undertaking (PCBUs) to notify SafeWork SA of any serious injuries or illnesses, dangerous incidents or deaths that occur at work immediately after becoming aware that it has occurred by:

Phone: 1800 777 209

You may also notify SafeWork SA in writing by email or fax using the Notifiable Incident Report Form but please do not use this form to report immediately life threatening issues or a death.

[More information and associated forms here:](#)

WA

Work Safe WA

You can submit your notification using an online form, however to report a workplace fatality or serious incident:

Phone: 1800 678 198

[More information and associated forms here:](#)

NT

Work Safe NT

A Person Conducting a Business or Undertaking (PCBU) is required to contact NT WorkSafe immediately after becoming aware of a notifiable incident at their workplace.

Notification must be done by the fastest possible means by either:

Phone: 1800 019 115, or completing the appropriate 'incident notification form', and,

Faxing it to (08) 8999 5141, or Emailing it to ntworksafe@nt.gov.au

A PCBU may also be required to complete and submit an 'Incident notification form' to NT WorkSafe.

A PCBU who is required to submit an 'Incident notification form' has 48 hours from the time they notified the incident by phone.

[More information and associated forms here:](#)

QLD

Work Safe QLD

Depending on the seriousness, you may need to notify WHSQ of the incident.

If a worker was injured, you can also make a claim for workers' compensation with WorkCover Queensland or a self-insurer.

Other ways to notify of an incident and make a claim:

Phone: 1300 362 128

Complete and submit the online incident notification form

Fax the completed Incident Notification form to **facsimile number (07) 3874 7730**

Email the completed Incident Notification form to whsq.aaa@oir.qld.gov.au.

[More information and associated forms here:](#)