



**Australian Government**

**Department of Employment and Workplace Relations**

Office of the Federal Safety Commissioner



# FSC ONLINE WHS Report Guide

February 2020

Work Health and Safety Accreditation Scheme



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The document must be attributed as the (FSC Online WHS Report Guide).

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## OFSC Reporting Requirements

As an accredited contractor under the Australian Government building and construction Work, Health and Safety Scheme (the Scheme), you are required to submit the following reports via FSC Online during your accreditation. This user guide outlines the reports that are required, the timeframes they are required at and detailed guidance on what is required for the fields within each report.

### - **Contract Declaration**

A Contract Declaration must be submitted via FSC Online when an agreement is reached on a tender, or a contract is signed for a building project that is directly or indirectly funded by the Australian Government and meets the Scheme funding thresholds (Scheme projects).

Detailed guidance on the Contract Declaration can be found on page 8 of this guide.

### - **Scheme Biannual Report**

Scheme Biannual Reports must be submitted via FSC Online every six months with the following conditions:

- Reports are due on 28 February for the previous July to December six-month period, and 31 July for the previous January to June six-month period;
- The Scheme Biannual Report includes reporting on each individual Scheme Project the accredited contractor was undertaking during the six-month reporting period;
- All accredited contractors must submit a report, even if no Scheme Projects have been undertaken in the reporting period.

Detailed guidance on the Scheme Biannual Report can be found on page 15 of this guide.

### - **OFSC Incident Report**

There are four categories of Incident Report, each with specific requirements:

- **Fatality** - All fatalities on any projects where the accredited contractor is the head contractor
- **Lost Time Injury (LTI)** - All work-related incidents on a Scheme or Non-Scheme Project where the accredited contractor is the head contractor resulting in a LTI where the project value is \$4 million or more
- **Medically Treated Injury (MTI)** - All work-related incidents on Scheme Projects where the accredited contractor is the head contractor resulting in a MTI
- **Dangerous Occurrence** - All work-related incidents on Scheme Projects where the accredited contractor is the head contractor resulting in a Dangerous Occurrence

Further detailed descriptions of each incident type and guidance on the OFSC Incident Report can be found on page 27 of this guide.

## Getting Started

The reports required from companies accredited under the Work Health and Safety Accreditation Scheme (the Scheme) must be submitted and managed through FSC Online.

If you have not yet registered for an FSC Online user account, you can register through the FSC Online banner on the home page of [www.fsc.gov.au](http://www.fsc.gov.au).

Considering accreditation?   Apply for accreditation   I'm accredited   Government Agencies   Res...

### Office of the Federal Safety Commissioner

Established in 2005, the Federal Safety Commissioner works with industry and government stakeholders towards achieving the highest possible occupational health and safety standards on Australian building and construction projects.

**FSC Online**   **FSC Assist 1800 652 500**

**I'm considering becoming accredited**  
When do I need to be accredited to undertake Government funded work? Can or should I become accredited anyway? Am I ready to become accredited? What's involved?

Select the [register for an eCitizen account](#) link and follow the prompts.

The screenshot displays a user interface with two main sections. The top section, titled 'Login', contains the text 'If you already have an account you should log in below.' and a red button labeled 'FSC Online Login'. Below this is a link: 'Forgotten Password or User ID?' with an external link icon. The bottom section, titled 'First time user?', contains the text 'To access FSC Online you will need an eCitizen account.' followed by a sub-section 'What is eCitizen?' which explains that eCitizen is a security system used by FSC Online. Below this is a sub-section 'Register for an eCitizen account' featuring a button labeled 'Register for eCitizen'. An orange arrow points from the left side of the page to this button. At the bottom of the 'First time user?' section is a 'Need Help?' section with a link 'Login and Registration Help' and an external link icon.

Once approved, you will receive an email and text message instructing how to activate your FSC Online Administrator account. Administrators can add and manage users in the Administration Menu. For more information, click the question mark icon on the Manage Users page or see the FAQs in the Help and Guidance section.


## Navigating FSC Online

All FSC Online reports are displayed in sections, with each section containing fields that must be completed.

### Mandatory fields

All fields marked with an asterisk\* are mandatory, and must be completed before a report can be submitted through FSC Online. For mandatory fields requiring a number you MUST enter either a number (not words) or 0 if your response is nil.

### Question Marks

This question mark help icon  can be clicked on to provide more information on the section currently being completed.

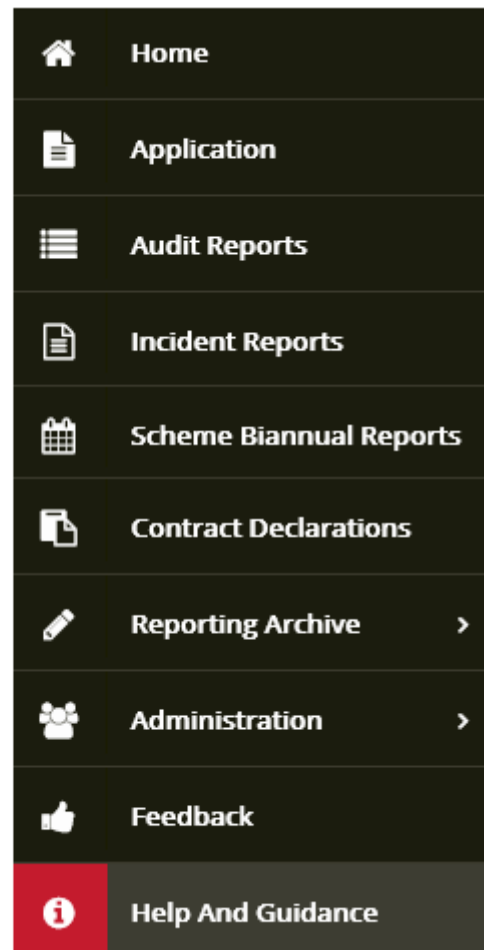
### Learn More

Some FSC Online fields have a **Learn More** link that will provide additional clarification or further information on what is required to complete that field. Click on this to see the additional help and guidance for that specific field. Clicking the link again will hide the Learn More information.

### Help and Guidance

Additional information, frequently asked questions, definitions of terms, and links to helpful Accreditation Scheme information can be found by clicking on the Help and Guidance section in FSC Online.

Further assistance can also be obtained by calling FSC Online Assist on 1800 652 500.



## Submitting a Contract Declaration

A Contract Declaration must be submitted via FSC Online when an agreement is reached on a tender, or a contract is signed for a project that is directly or indirectly funded by the Australian Government that meets the Scheme thresholds. Projects that meet the following requirements are defined as Scheme Projects for the purposes of the Scheme:

Projects **directly** funded by the Australian Government:

Projects are considered to be directly funded when the Australian Government has responsibility for the project funding and development.

The Scheme applies to projects that are directly funded where the value of the building contract is \$4 million or more (GST inclusive).

Some typical examples of directly funded projects are a new Medicare office, a Defence facility or the refurbishment of Australian Government office accommodation.

Projects **indirectly** funded by the Australian Government:

Projects are considered to be indirectly funded when the Australian Government contributes funding to a third party recipient, for example a State government, through mechanisms such as funding agreements, grants, or other programs. The following thresholds apply for indirect funding:

- a head contract under the project includes building work of \$4 million or more (GST inclusive) AND
  - the value of the Australian Government contribution to the project is at least \$6 million (including GST) and represents at least 50 per cent of the total construction project value; OR
  - the Australian Government contribution to a project is \$10 million (including GST) or more, irrespective of the proportion of Australian Government funding.

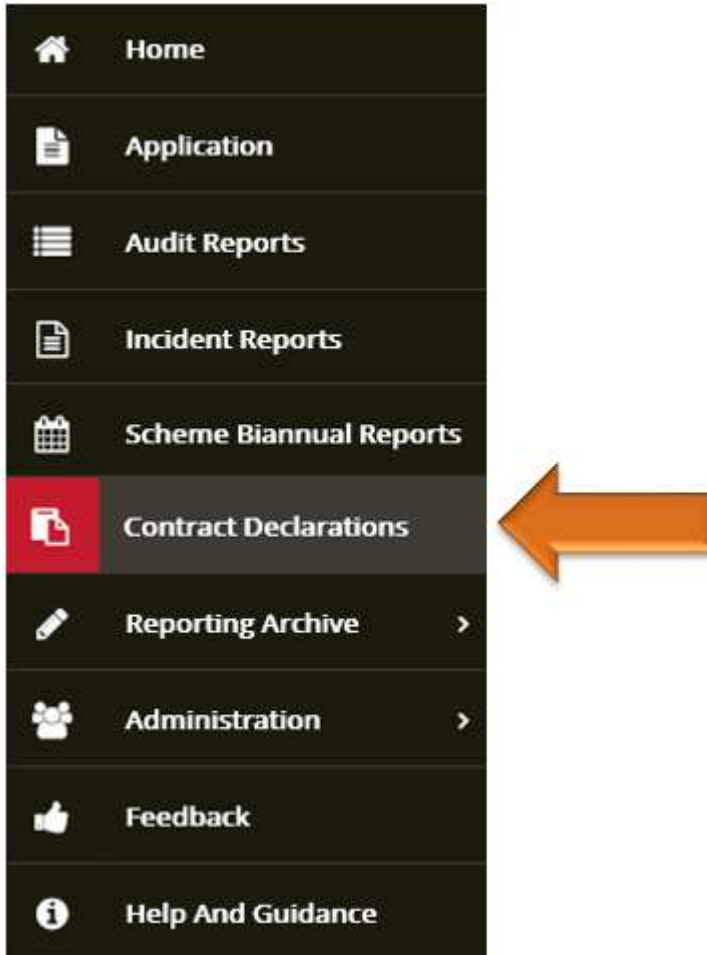
Some typical examples of indirect funding are where the Australian Government provides funding to a state or territory government to build a new school, a hospital or roads. Preconstruction agreements, such as pre-commitment leases, public private partnerships (PPPs), build-own-operate (BOO) and build-own-operate-transfer (BOOT) agreements also fall within the scope of the Scheme.

If you are unsure whether a project is a Scheme Project, please contact the FSC Assist Line on 1800 652 500 or email [fscreporting@dewr.gov.au](mailto:fscreporting@dewr.gov.au) for advice.



The Contract Declaration is located in the Reporting Menu in FSC Online.

**Step one – Contract Declarations**



**Step two** – Click the New Contract Declaration button to open a new report. You can also Continue or View previously created Contract Declarations on this screen. You will also be able to delete Contract Declarations that have not yet been submitted to the OFSC if required. If you have a Contract Declaration that has been submitted to the OFSC that needs to be deleted, please contact the FSC Assist Line on 1800 652 500.



## 1. Project Details

### 1.1 Project details

#### ***Project Name***

Provide the project name as it was stated on the contract signed with the client. Please provide the whole project title with no acronyms.

#### ***Date building work commences (DD/MM/YYYY)***

Provide the date that the building work commenced on this project in the format Date/Month/Year. If the building work has yet to commence, please provide an estimated start date. This field can be entered manually or using the date finder.

#### ***Building work end date (DD/MM/YYYY)***

Provide the date the project's building work will finish on the project in the format Date/Month/Year. If an exact date is not known, please provide an estimated end date. If this date changes throughout the life of the project, please contact the OFSC on 1800 652 500 so that the project record can be updated. This field can be entered manually or using the date finder.

#### ***Is this an alliance or joint or venture project?***

If this is a joint venture or alliance project, please provide the names and ACNs of all other joint venture or alliance members that are undertaking building work on this project. If there is more than one accredited contractor taking part in the joint venture/alliance, only one of the companies is required to submit a Contract Declaration for the project. This company will take responsibility for OFSC auditing and reporting on this project. The OFSC will be in contact to discuss the reporting and auditing arrangements for the duration of the project. Please note: Unaccredited builders are able to undertake Commonwealth-funded building work as a head contractor so long as they are in a joint venture with an accredited contractor and operate under the partner's Scheme accredited systems. The accredited partner will risk losing their accreditation if the unaccredited partner fails to adhere to the Scheme's requirements.

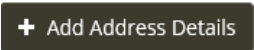
**If you are part of a joint accreditation you must also complete this question:**

***As your accreditation is comprised of more than one company (is a joint accreditation) please select below which of these companies will be undertaking building work on the project.***

For the purposes of audit scheduling the OFSC needs to know which company within the joint accreditation is undertaking the building work on the project.

### 1.2 Site address and details

Provide the street address of the site(s) for the project. Please include the town/suburb, state and postcode. Where there are multiple sites, please specify the addresses for all sites. Where an exact street address is not available, please provide details of the site locality (i.e. nearest main road).

Please note, the  button must be clicked to add address details, and all required fields within this section must be completed.

### 1.3 Construction type

#### **Construction Type**

Select the type of construction for the project. Only one type should be selected, so where a project involves more than one type, please select the type that covers the largest portion of the project that is being built by the accredited contractor.

- *Civil or engineering construction* – roads and bridges, railways, ports, water storage and supply, sewerage, telecommunications, pipelines, drainage, earthworks, heavy industry-related (refineries, pumping stations, mines, chemical plants, furnaces, steel mills, etc.).
- *Commercial building* – offices, shops, hotels, other business premises, industrial, social and institutional, plus medium and high density apartments (3 or more storeys).
- *Residential building* – detached or semi-detached houses and residential complexes (flats, home units, town houses, villas, terrace houses, semi-detached, duplexes, apartments, aged care facilities etc.) but excluding medium and high density apartments (3 or more storeys). A single dwelling house that comprises one stand-alone (detached) residential dwelling (including alteration, extension or refurbishment) for a single household is not covered by the definition of building work. Therefore, a project solely comprising any number of single dwelling houses (ie. has no detached or semi-detached dwellings in it) would not be subject to the requirements of the Scheme.

#### **Project description/type of work being undertaken (number and type of dwellings, stadium construction, road works etc)**

Provide a description of the project including the type of work being undertaken. For example:

- Extend and widen pavement and shoulder and improve intersections along 10 kilometre section of XYZ Road.
- Extension to existing building, fit out and refurbishment of existing 3 floors.
- Demolition and excavation of site, construction of 8 storey building with underground and ground level car park.

### 1.4 High risk construction work hazard/s

Please indicate any high risk construction work hazard work being carried out on this project.

If applicable, tick the corresponding box/es if any of the work performed on this project falls within any of the high risk construction categories listed.

- |   |  |
|---|--|
| <input type="checkbox"/> Working at Heights                         | <input type="checkbox"/> Chemical, Fuel or Refrigerant Lines       |
| <input type="checkbox"/> Telecommunications Towers                  | <input type="checkbox"/> Electrical                                |
| <input type="checkbox"/> Demolition                                 | <input type="checkbox"/> Contaminated / Flammable Atmosphere       |
| <input type="checkbox"/> Asbestos                                   | <input type="checkbox"/> Tilt-up / Precast Concrete                |
| <input type="checkbox"/> Structural Alterations / Temporary Support | <input type="checkbox"/> Traffic                                   |
| <input type="checkbox"/> Confined Space                             | <input type="checkbox"/> Mobile Plant                              |
| <input type="checkbox"/> Excavation                                 | <input type="checkbox"/> Artificial Extremes of Temperature        |
| <input type="checkbox"/> Tunnels                                    | <input type="checkbox"/> Diving                                    |
| <input type="checkbox"/> Explosives                                 | <input type="checkbox"/> Construction Work In, Over or Adjacent to |
| <input type="checkbox"/> Pressurised Gas                            | Water / Liquids Where Risk of Drowning                             |

**Are there any unique or interesting aspects or challenges to the project?**

The OFSC publishes case studies and news articles on [www.fsc.gov.au](http://www.fsc.gov.au) and is always interested in hearing about unique challenges and how accredited contractors overcame them.

## 2. Contract Information

### 2.1 Client agency information

#### ***Who was this contract signed with (ie the agency/client)?***

Provide the name of the agency or client the contract was signed with. For example, this may be a state or Commonwealth Government department, university or private sector body. If the agency or client isn't in the list above, please contact the OFSC on 1800 652 500 or at [fsconline@jobs.gov.au](mailto:fsconline@jobs.gov.au).

#### ***Which Commonwealth agency is providing the funding***

Provide the name of the Commonwealth Government department or agency that provided the funding for this project. If the department or agency isn't in the list above, please contact the OFSC on 1800 652 500 or at [fsconline@jobs.gov.au](mailto:fsconline@jobs.gov.au).

#### ***Amount of Commonwealth funding***

Provide the amount of Commonwealth funding awarded to your company for this project.

#### ***Contract value (inclusive of GST)***

Provide the total dollar value of the whole project. This includes the total amount of Commonwealth funding awarded to you and other contractors, as well as funding from other sources.

#### ***Date contract signed (DD/MM/YYYY)***

Provide the date that the contract was signed in the format Date/Month/Year.

### 2.2 Client agency contact person details

Provide the details of the person at the above agency the OFSC can contact regarding the project.

## 3. Company Contact Details

### 3.1 Contact person for OFSC reporting

Provide the contact details of the person the OFSC can contact regarding OFSC reporting for this project.

### 3.2 Contact person for OFSC audits

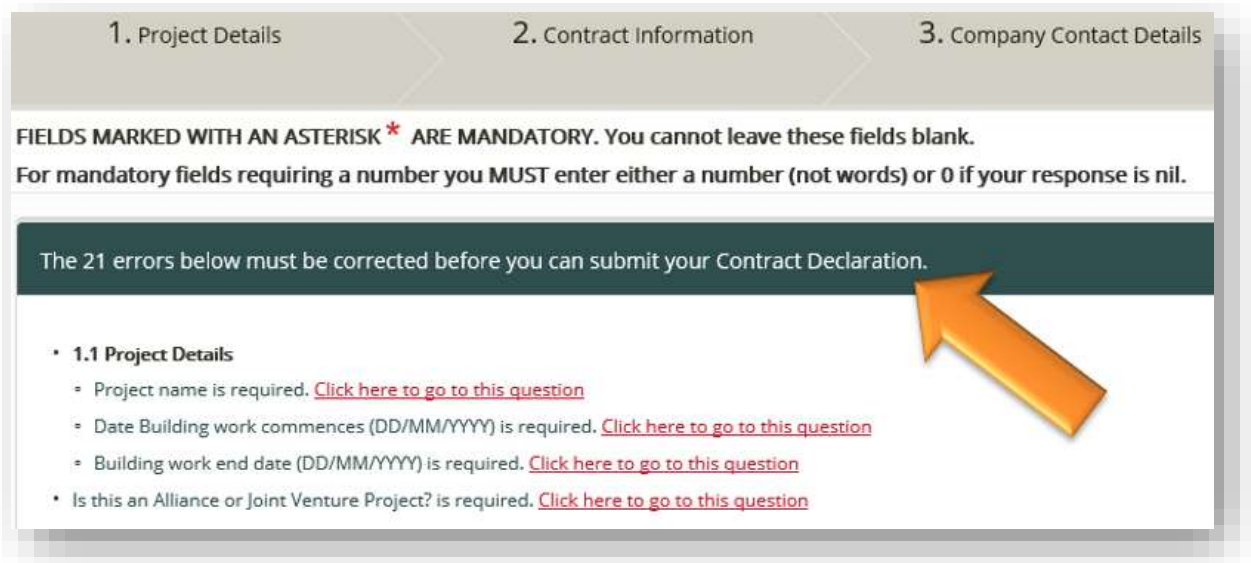
Provide the contact details of the person the OFSC can contact regarding OFSC auditing for this project.

## 4. Submission

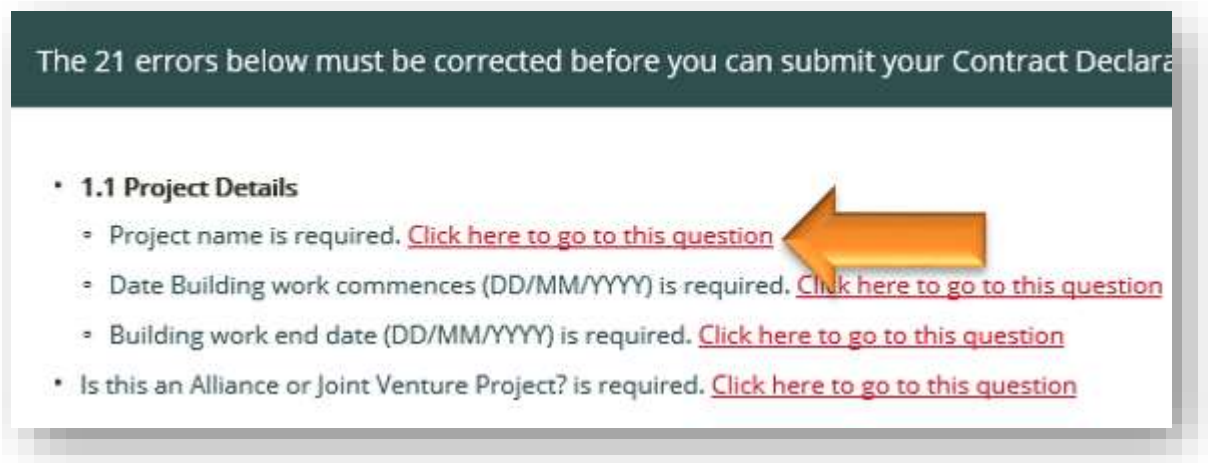
Please click the "Submit" button to submit your report.

### Validation Errors

Before submission is permitted, you must fix any validation errors. Validation errors will be shown with a green bar as displayed below:



Under the green bar is a list of the specific fields that must be updated/completed before the Contract Declaration can be submitted. Clicking on the red link next to each error will redirect you to the field that needs updating/completing:



When the errors in the Contract Declaration have been resolved, users can click on the "Submit" button.

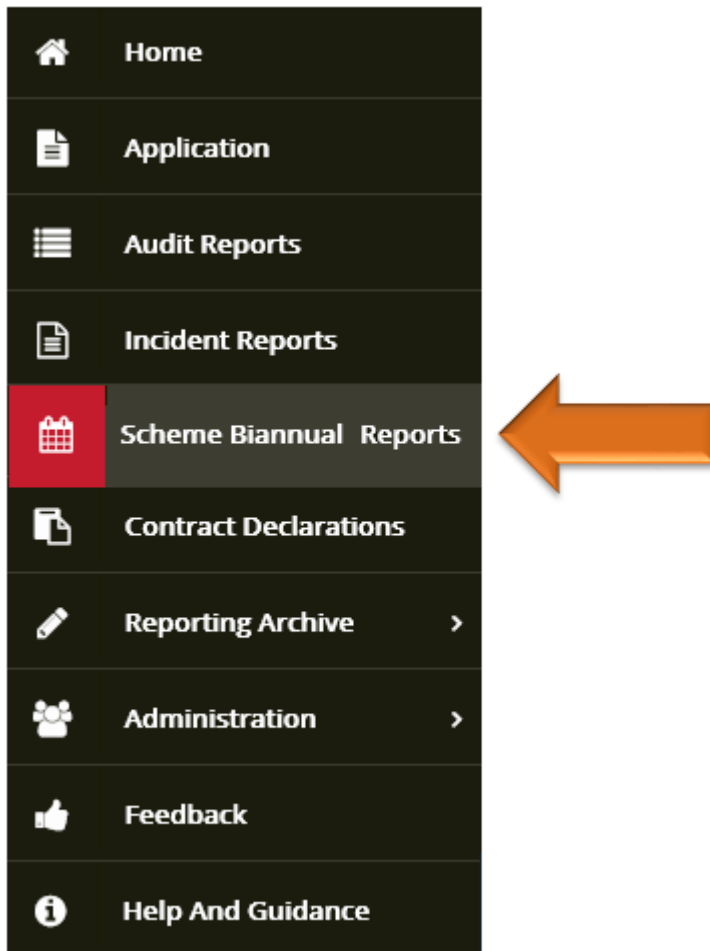
## Submitting a Scheme Biannual Report

Scheme Biannual Reports must be submitted via FSC Online every six months with the following conditions:

- Reports are due on 28 February for the previous July to December six-month period, and 31 July for the previous January to June six-month period;
- The Scheme Biannual Report includes reporting on each individual Scheme Project the accredited contractor was undertaking during the six-month reporting period;
- When a Scheme Project ends, this must be reported on the next Scheme Biannual Report. If the project has been completed during the Scheme Biannual reporting period, the information provided should cover the entire project life from the start date on site until the completion date;
- All accredited contractors must submit a report, even if no Scheme Projects have been undertaken in the reporting period.

The Scheme Biannual Report is located on the left side navigation menu in FSC Online.

### Step One – Scheme Biannual Reports



**Step Two** – Click the **Create New Scheme Biannual Report** button to open a new report. You can also **Continue** or **View** previously created Scheme Biannual Reports from this screen. You will also be able to **Delete** a Scheme Biannual Report that has not been submitted to the OFSC (these will have a status of **Incomplete**). If you have a Scheme Biannual Report that has been submitted to the OFSC that needs to be deleted, please contact the FSC Assist Line on 1800 652 500.

*Creating New Scheme Biannual Report:*



*Continuing or Deleting an incomplete Scheme Biannual Report:*



### Add Scheme Biannual Report

Please select the reporting period from the drop down list. Reports are required for the January to June and July to December periods each year. Only reports that have not yet been submitted to the OFSC will be shown in the drop down list. When you have selected a reporting period, click the **Create** button.

### Add Scheme Biannual Report

Please select the reporting period from the drop down list.

Reports are required for the January to June and July to December periods each year. Only reports that have not been received by the OFSC will be available in the list.

**\* Reporting Period**

## 1. Workers' Compensation & WHS Information

### 1.1 Scheme Biannual Report Details

The Accreditation Name, Accreditation number and Reporting Period Covered are not able to be changed at this point.

### 1.2 All current building and construction projects WHS information

***Do you pay your workers' compensation premiums on a state/territory basis, or are you self-insured, or do you have other workers' compensation arrangements?***

Please choose State/Territory based, self-insured, or other.

- **State/Territory Based:** Enter the workers' compensation premium rate for each State and/or Territory your company operated in during the reporting period. Your insurer will be able to provide this figure. Report the rate as a percentage up to two decimal places only. No additional details are required when entering a rate.
- **Self-Insured:** Provide information regarding your company's workers' compensation arrangements.
- **Other:** Enter the other workers' compensation premium rate percentage (%) if you have one. If you select Other, you must provide details on your workers compensation arrangements.

***Provide the total number of individuals, who are directly employed by the accredited contractor (ie are on the payroll of the company), that have worked on building or civil construction projects (irrelevant of project value) for the accredited contractor for any length of time during the reporting period.***

Count each accredited contractor employee once only, even if they have worked on multiple projects in the reporting period. Administrative staff not working on site should not be included in this count. Do not count subcontractors.

***Provide the number of workers' compensation claims that were actioned for the employees counted in the previous field that originated from building or civil construction work performed during the period.***

Only count claims that incurred a cost for the company. If claims carry through several reporting periods, these must be reported during each period they continue through.

***Average cost per workers' compensation claim for all projects during the period***

Provide the average cost of the workers' compensation claims the company had during the period on building and/or construction projects. Average cost per claim is calculated using the following formula:

A = Cost of all claims in the period

B = Number of claims in the period

Average cost per claim = A/B



### 1.3 Pending or completed prosecution action details

***Enter the number of pending or completed prosecution action(s) taken against the accredited contractor by a State or Territory***

Provide the number and details of any pending or completed prosecution action against the contractor by a state/territory WHS authority during the period (include number with brief description of each prosecution action).

### 1.4 Other WHS Information

***Did your company receive any peer or industry recognition for WHS performance during the period? Please provide details***

Enter details of peer or industry WHS recognition or safety awards that your company or any of your employees received during the reporting period. Include any awards that your company has won in the areas of workplace safety initiatives and any WHS leadership and contribution to safety categories. Also include any recognition of good WHS from other contractors or clients.

***Provide details of any key WHS initiatives implemented by the accredited contractor during the period***

Enter details of any WHS initiatives that your company has implemented during the reporting period. Examples of such initiatives could include company-wide WHS training, and health strategies such as sun protection or an alcohol and drugs program. Please outline the strategies used and the outcomes achieved as a result of the initiative(s).

***Provide details on any other relevant information, trends or developments in the industry that you would like to bring to the attention of the OFSC***

## 2. Scheme Projects

### What is a Scheme Project?

Projects that meet the following requirements are defined as Scheme Projects for the purposes of the Scheme:

Projects **directly** funded by the Australian Government:

Projects are considered to be directly funded when the Australian Government has responsibility for the project funding and development. The Scheme applies to projects that are directly funded where the value of the building contract is \$4 million or more (GST inclusive).

Some typical examples of directly funded projects are a new Medicare office, a Defence facility or the refurbishment of Australian Government office accommodation.

Projects **indirectly** funded by the Australian Government:

Projects are considered to be indirectly funded when the Australian Government contributes funding to a third party recipient. The following thresholds apply for indirect funding:

- a head contract under the project includes building work of \$4 million or more (GST inclusive) AND

- the value of the Australian Government contribution to the project is at least \$6 million (including GST) and represents at least 50 per cent of the total construction project value; OR
- the Australian Government contribution to a project is \$10 million (including GST) or more, irrespective of the proportion of Australian Government funding.

If a project meets the above requirements, where any 'head contracts' for building work are awarded that have a value of \$4 million or more (inc. GST), the Scheme will apply and an accredited builder must be appointed.

Some typical examples of indirect funding are where the Australian Government provides funding to a State or Territory government to build a new school, a hospital or roads.

Preconstruction agreements, such as pre-commitment leases, public private partnerships (PPPs), build-own-operate (BOO) and build-own-operate-transfer (BOOT) agreements fall within the scope of the Scheme.

Any project that does not meet the above definition and for which the company is the head contractor is defined as a Non-Scheme Project for the purposes of the Scheme.

**If you are unsure whether a project is a Scheme Project, please contact the FSC Assist Line on 1800 652 500 or email [fscreporting@dewr.gov.au](mailto:fscreporting@dewr.gov.au) for advice.**

### 3.1 Scheme Projects

For each Scheme project which your company is the head contractor and has worked on during the six-month period covered by this Scheme Biannual Report you must complete the following details. If you have any Scheme projects that are not listed in the Scheme Biannual Report, you must save and close this report and submit a new Contract Declaration via the left hand menu item. Guidance on how to submit a Contract Declaration starts on page 8 of this guide. Once you have submitted the new Contract Declaration, the project will be available to report on in the Scheme Biannual Report.

#### ***Was this project completed during this reporting period?***

- **Yes:** Please provide the date the building work was completed (Date/Month/Year)
- **No:** Please check the estimated building work end date for this project listed above, and confirm by re-entering it here or update if the date has changed

NOTE: If the project has been completed during the Scheme Biannual reporting period, the information provided should cover the entire project life from the start date on site until the completion date.

***Enter the total number of hours worked by all employees and any subcontractors on this Scheme project during the biannual reporting period.***

Enter whole hours only with no decimal places. Where an exact figure is not available, the OFSC asks that you provide an informed approximate. Only include whole numbers, rounding up or down to the nearest hour when required.

***Number of Dangerous Occurrence(s)***

Enter the number of Dangerous Occurrence incidents that occurred on the project during the reporting period. Count each incident once only. Submit any outstanding incidents to the OFSC using the Incident Report form prior to attempting to submit this Scheme Biannual Report.

A dangerous occurrence is an incident where no person is injured, but could have been injured, resulting in Serious Personal Injury (which requires a week or more away from work), Incapacity or Death. Also commonly called a “near miss”. Only Dangerous Occurrences that are required to be reported under the relevant WHS legislation in the jurisdiction the project is being undertaken are required to be reported to the OFSC.

***Number of Medically Treated Injuries (MTIs)***

Enter the number of Medically Treated Injury (MTI) incidents that occurred on the project during the reporting period. Count each incident once only. Where an incident has resulted in both medical treatment and lost time, the incident should be counted as an LTI only. Submit any outstanding incidents to the OFSC using the Incident Report form prior to attempting to submit this Scheme Biannual Report.

An MTI is a work-related occurrence that results in treatment by, or under the order of, a qualified medical practitioner (see below), or any injury that could be considered as being one that would normally be treated by a medical practitioner but does not result in the loss of a full day/shift. Do not report first aid treated injuries in this category.

MTIs include physical injuries as well as instances such as where a worker experiences psychological stress due to witnessing a traumatic event or being a victim of bullying, or if they required medical attention due to migraines caused by exposure to chemicals or gas. A qualified medical practitioner is defined as a person with a medical degree. The following would normally be considered medical treatment:

- Treatment of partial or full thickness burns
- Insertion of sutures
- Removal of foreign bodies embedded in eye
- Removal of foreign bodies from a wound if the procedure is complicated by the depth of embedment, size or location
- Surgical debridement
- Admission to a hospital or equivalent for treatment or observation
- Application of antiseptics during second or subsequent visits to medical personnel
- Any work injury that results in a loss of consciousness
- Treatment of infection
- Use of prescription medications (except a single dose administered on the first visit for minor injury or discomfort)

- Treatment (diagnosis and evaluation) by a Psychiatrist for mental illness or stress as a result of a workplace occurrence.

The following on their own would not normally be considered medical treatment:

- Administration of tetanus shots or boosters
- Physiotherapy
- Diagnostic procedures such as X-rays or laboratory analysis, unless they lead to further treatment
- Referral to/treatment by a Psychiatrist where the diagnosis is not a result of a workplace occurrence.

### ***Number of Lost Time Injuries (LTIs)***

Enter the number of Lost Time Injury (LTI) incidents that occurred on the project during the reporting period. Count each incident once only. Where an incident has resulted in medical treatment and lost time, the incident should be counted as an LTI only. Submit any outstanding incidents to the OFSC using the Incident Report form prior to attempting to submit this Scheme Biannual Report.

An LTI is a work-related occurrence that results in a permanent disability or injury resulting in time lost from work of one day/shift or more. Permanent disability is as defined in the legislation of the jurisdiction in which the project is being undertaken.

LTIs include physical injuries (i.e. cuts, burns, fractures etc.) as well as instances such as where a worker experiences psychological stress due to witnessing a traumatic event or being a victim of bullying (and may require time off work as a result), or if they required medical attention due to migraines caused by exposure to chemicals or gas.

### ***Number of Fatality(s)***

Enter the number of Fatality incidents that occurred on the project during the reporting period. Submit any outstanding incidents to the OFSC using the Incident Report form prior to attempting to submit this Scheme Biannual Report.

A Fatality is a work-related occurrence that results directly or indirectly in the death of a person onsite (including deaths due to natural causes which occur on the project site).

### ***Please provide the details of any interesting safety initiatives implemented, safety challenges overcome, or awards received for this Scheme Project during the period***

Case studies and news articles are published on [www.fsc.gov.au](http://www.fsc.gov.au). The OFSC is always interested in hearing about safety awards and initiatives undertaken by accredited contractors.

***Provide the number, date of issue and details of any Improvement, Prohibition, Infringement or other Notice issued for building and civil construction work during the reporting period on this Scheme project. You must report all Notices that were issued to both the accredited contractor (as the head contractor or as a subcontractor on a site) and any issued to subcontractors of the accredited contractor working on site.***

Enter a separate record for each Improvement, Prohibition, Infringement or other Notice issued on this Scheme project during the reporting period. Click the Add Notices button to add new notices, and Edit Notices or Delete Notices to perform each relevant task. You must provide the type, date of issue and details of each Notice. Attach any documents relating to the Notices using the "Add Attachment" section. You must report all Notices that were issued to both the accredited contractor (as the head contractor or as a subcontractor on a site) and any issued to subcontractors of the accredited contractor working on site. Enforceable undertakings should be reported in the "Other notices" section.

***Did you have any Scheme projects during the reporting period that are not listed above?***

If yes, you must save and close this report and submit a new Contract Declaration for each Scheme Project that is not listed. Guidance on how to complete a Contract Declaration can be found from page 8 of this guide. Once you have submitted the new contract declaration, the Scheme project will be available to report on in the Scheme Biannual Report.

### **3. Non-Scheme Projects**

A Non-Scheme Project is any building or construction project that is being undertaken by the accredited company as a head contractor where the financial thresholds of the Scheme are not met.

**3.1 Provide the number of Non-Scheme Projects valued at less than \$4 million during the period**

Enter the number of non-scheme projects valued at less than \$4 million worked on by your company as head contractor during the biannual reporting period.

**3.2 Provide the number of Non-Scheme Projects valued at \$4 million or more during the period**

Enter the number of non-scheme projects valued at more than \$4 million the accredited contractor worked as head contractor during the biannual reporting period.

**3.3 What was the total number of hours worked on Non-Scheme Projects valued at less than \$4 million during the period**

Enter the number of hours worked on Non-Scheme valued at less than \$4 million during the period. If a project involves more than one construction type, please enter the hours in the construction type for the largest portion of the project that is managed/conducted by the accredited company. Do not split hours within a single project for this section of the report. Only include whole numbers, where you need to report part of an hour, round up or down to the nearest hour.

**3.4 What was the total number of hours worked on Non-Scheme Projects valued at \$4 million or more during the period**

Enter the total number of hours worked on Non-Scheme Projects valued at \$4 million or more during the period. Select only one type of construction for each project. If a project involves more than one construction type, please select the type for the largest portion of the project that is managed/conducted by the accredited company. Do not split hours within a single project for this section of the report. Only include whole numbers, where you need to report part of an hour, round up or down to the nearest hour.

### 3.5 Provide the number of incidents that occurred during the reporting period on Non-Scheme Projects valued at \$4 million or more

Enter the number of Dangerous Occurrences, Medically Treated Injuries (MTIs) and Lost Time Injuries (LTIs) that occurred on non-scheme projects valued at \$4 million or more during the period. Please see the OFSC reporting definitions and guidance on page 43 for more information on construction types to assist with completing this section.

### 3.6 Provide the number of Non-Scheme fatalities in the reporting period for all Non-Scheme Projects of any value

A fatality is a work-related occurrence that results directly or indirectly in the death of a person (including deaths due to natural causes which occur on the project site).

### 3.7 Did your company perform building work on any Non-Scheme Projects during the reporting period valued at \$4 million or more that involved work in any of the high risk construction categories listed below? If yes, please tick which hazards

- |  |   |
|--|---|
| <input type="checkbox"/> Where there is a risk of a person falling two metres or more                        | <input type="checkbox"/> On or near energised electrical installations and services                       |
| <input type="checkbox"/> On telecommunications towers  | <input type="checkbox"/> In an area that may have a contaminated or flammable atmosphere                  |
| <input type="checkbox"/> Involving demolition  | <input type="checkbox"/> Tilt-up and precast concrete construction work                                   |
| <input type="checkbox"/> Involving structural alterations that require temporary support to prevent collapse | <input type="checkbox"/> On or adjacent to roadways or railways used by road or rail traffic              |
| <input type="checkbox"/> Involving a confined space  | <input type="checkbox"/> On construction sites where there is any movement of powered mobile plant        |
| <input type="checkbox"/> Involving excavation to a depth greater than 1.5 metres                             | <input type="checkbox"/> In an area where there are artificial extremes of temperature                    |
| <input type="checkbox"/> The construction of tunnels   | <input type="checkbox"/> Artificial extremes of temperature   |
| <input type="checkbox"/> Involving the use of explosives   | <input type="checkbox"/> In, over or adjacent to water or other liquids where there is a risk of drowning |
| <input type="checkbox"/> On or near pressurised gas distribution mains and consumer piping                   | <input type="checkbox"/> Involving diving   |
| <input type="checkbox"/> On or near chemical, fuel or refrigerant lines                                      |   |

## 4. Notices and Infringements

### 4.1 Provide the number of Improvement, Prohibition, Infringement or other Notices issued for building and civil construction work during the reporting period on Non-Scheme Projects with a value of \$4 million or more where the accredited contractor was the head contractor

#### *Number of Improvement Notices*

Enter the number of Improvement Notices issued to the accredited contractor on non-scheme projects with a value of \$4 million or more (where the accredited contractor was the head contractor) during the reporting period. Enter the number "0" if you had none. When completing this section, the number of notices for the period must include all notices issued to either the accredited contractor or any subcontractors of the accredited contractor working on site during the reporting period.

An Improvement Notice is as defined in the legislation of the jurisdiction in which the project is being undertaken, and is issued by the relevant WHS authority. In the various jurisdictions, a WHS inspector may issue an Improvement Notice if they believe someone has contravened the Act or regulations, or that a contravention may continue to be repeated. The notice will identify the provisions of the Act or regulations that have been, or may be contravened, the reasons for the notice, and a deadline for remedial action. An Improvement Notice may also include directions about how to remedy a breach. When completing OFSC reports, the number of notices for the period is to include all notices issued to both the accredited contractor and any subcontractors working on a site where the accredited contractor is the head contractor.

***Date/Details of notice(s)***

Enter the date(s) and details of the Improvement Notice(s) listed above.

***Number of prohibition notices***

Enter the number of Prohibition Notices issued to the accredited contractor on non-scheme projects with a value of \$4 million or more (where the accredited contractor was the head contractor) during the reporting period. Enter the number "0" if you had none. When completing this section, the number of notices for the period must include all notices issued to either the accredited contractor or any subcontractors of the accredited contractor working on site during the reporting period.

A Prohibition Notice is as defined in the legislation of the jurisdiction in which the project is being undertaken, and is issued by the relevant WHS authority. These notices are issued when a WHS inspector determines that there is a serious risk that needs urgent attention. Prohibition Notices are issued for any work that involves or will involve an immediate risk to the health, safety and welfare of any person.

***Date/Details of prohibition notice(s)***

Enter the date(s) and details of the Prohibition Notice(s) listed above.

***Number of Infringement Notices***

Enter the number of Infringement Notices issued to the accredited contractor on non-scheme projects with a value of \$4 million or more (where the accredited contractor was the head contractor) during the reporting period. Enter the number "0" if you had none. When completing this section, the number of notices for the period must include all notices issued to either the accredited contractor or any subcontractors of the accredited contractor working on site during the reporting period.

An Infringement Notice, is as defined in the legislation of the jurisdiction in which the project is being undertaken, and is issued by the relevant WHS authority. WHS regulations may allow for Infringement Notices to be issued as an alternative to prosecution for an offence that is not indictable.

***Date/Details of infringement notice(s)***

Enter the date(s) and details of the Infringement Notice(s) listed above.

***Number of other Notices***

Enter the number of any other WHS related notices (other than infringement, prohibition, improvement notices) issued by a relevant WHS authority on non-scheme projects with a value of \$4 million or more (where the accredited contractor was the head contractor) during the reporting period. Enforceable undertakings should also be reported here.

When completing this section, the number of notices for the period must include all notices issued to both the accredited contractor (as the head contractor or as a subcontractor on a site) and any issued to subcontractors of the accredited contractor working on site during the reporting period. Enter the number "0" if you had none.

***Date/Details of other Notice(s)***

Enter the date(s) and details of the other Notice(s) listed above.

## **5. Company Information**

### **5.1 Company information**

***Is this company based in Australia?***

If the company's head office is located in Australia select Yes, if the company's head office is located overseas select No.

***Does this company identify as Australian Indigenous?***

An Australian Indigenous business is defined as one where at least 50% of the ownership of the business is by person(s) of Aboriginal and/or Torres Strait Islander descent and is based in Australia.

***Please choose the country where the company's head office is located***

If the company is not based in Australia, select the name of the country where the company operates from.

## **6. Areas of Operation**

### **6.1 Areas of operation**

Select from the list the regions of Australia where your company has the capacity to perform building work. When a state/territory is selected, all regions within the jurisdiction will automatically be selected. Individual regions can be selected and unselected from the list. These regions have been taken from the ABS's Australian Statistical Geography Standard (ASGS). The regions the OFSC is using specifically come from the Statistical Area Level 4 (SA4) ASGS Edition 2011. Further information and maps of the regions can be found in the Publications section of this webpage:

<http://www.abs.gov.au/AUSSTATS/abs@.nsf/DetailsPage/1270.0.55.001July%202011?OpenDocument>.



## 7. Submission

Please click "Submit" button to submit your report.

### Validation Errors

Before submission is permitted, you must fix any validation errors. Validation errors will be shown with a green bar at the top of the report as displayed:

**FIELDS MARKED WITH AN ASTERISK \* ARE MANDATORY. You cannot leave these fields blank.**  
**For mandatory fields requiring a number you MUST enter either a number (not words) or 0 if your response is nil.**

The 5 errors below must be corrected before you can submit your Biannual Activity Report.

- Biannual Activity Reporting Period covered is required. [Click here to go to this question](#)
- This biannual activity report must have at least one Workers Compensation rate. [Click here to go to this question](#)
- Number of accredited contractor employees is required. [Click here to go to this question](#)
- Number of accepted claims for accredited contractor employees for all projects during the period is required. [Click here to go to this](#)

**Company -**

- The field 'Does this company identify as Australian Indigenous?' is required when the field 'Is this company based in Australia?' equal

Under the green bar is a list of the specific fields that must be updated/completed before the Scheme Biannual Report can be submitted. Clicking on the red link next to each error will redirect you to the field that needs updating/completing:

The 4 errors below must be corrected before you can submit your Biannual Activity Report.

- Biannual Activity Reporting Period covered is required. [Click here to go to this question](#)
- This biannual activity report must have at least one Workers Compensation rate. [Click here to go to this question](#)
- Number of accredited contractor employees is required. [Click here to go to this question](#)

When the errors in the Scheme Biannual Report have been resolved, users can click on the "Submit" button.

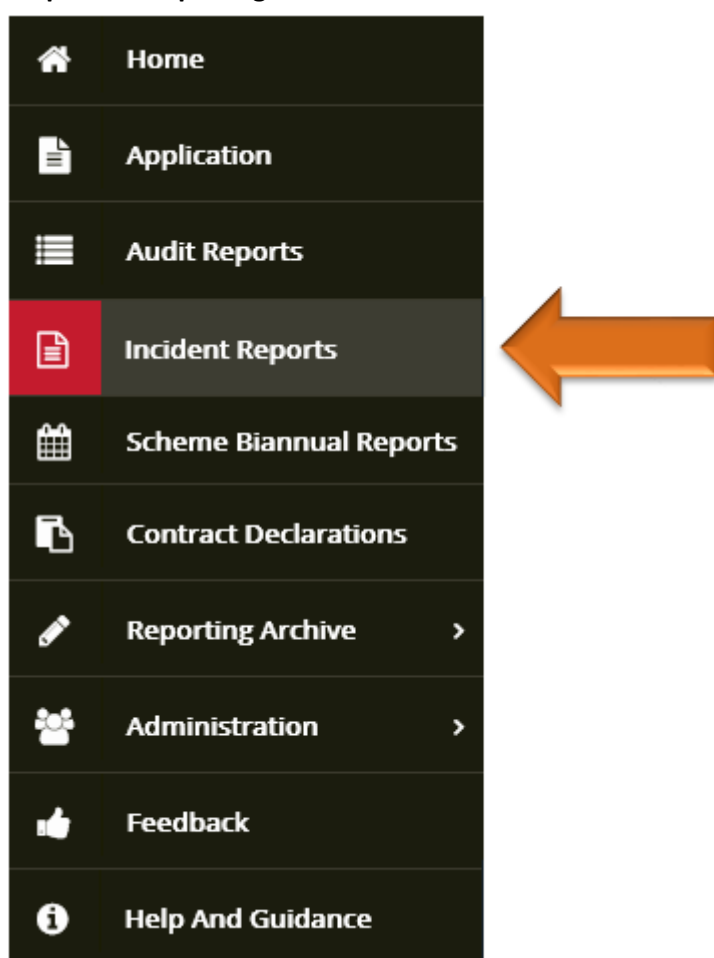


## Submitting an Incident Report

Only work related incidents need to be reported to the OFSC. Typically, incidents that involve an accredited contractor's employee or subcontractor off site and outside of work hours, incidents that are determined to be road traffic accidents by the appropriate law enforcement, and incidents such as those that involve diseases that are not work related do not need to be reported to the OFSC. However, you are unsure if an incident is required to be reported to the OFSC please contact us on 1800 652 500 to discuss the details further.

The Incident Report is located in the Reporting Menu in FSC Online.

### Step One – Reporting Menu



**Step Two** – Click the **New Incident Report** button to open a new report. You can also Continue or View previously created Incident Reports from this screen. You will also be able to delete Incident Reports that have not yet been submitted to the OFSC. If you have an Incident Report that has been submitted to the OFSC that needs to be deleted, please contact the FSC Assist Line on 1800 652 500.



When the new report opens, a dialogue box will ask for the following mandatory information:

## Incident Type

- Fatalities should be reported via FSC Online for both Scheme and Non-Scheme Projects, irrespective of the project value (notify immediately to 1800 652 500 and provide report within 48 hours);
- LTIs should be reported via FSC Online for all Scheme or Non-Scheme Projects where the project value is \$4 million or more (provide report within 48 hours if a notifiable incident\*, otherwise provide report within 3 weeks);
- MTIs or Dangerous Occurrences should be reported via FSC Online for all Scheme Projects (provide report within 48 hours if a notifiable incident\*, otherwise provide report within 3 weeks. Non-notifiable Dangerous Occurrences do not need to be reported to the OFSC).

\*A notifiable incident is an incident that is required to be notified under the relevant WHS legislation in the jurisdiction in which the project is being undertaken.

## Incident Definitions

### ***Dangerous Occurrence(s)***

**Definition:** A Dangerous Occurrence is an incident where no person is injured, but could have been injured, resulting in Serious Personal Injury (which requires a week or more away from work), Incapacity or Death. Also commonly called a “near miss”. Only Dangerous Occurrences that are required to be reported under the WHS legislation covering notifiable incidents in the jurisdiction the project is being undertaken are required to be reported to the OFSC.

### ***Medically Treated Injuries (MTIs)***

**Definition:** An MTI is a work-related occurrence that results in treatment by, or under the order of, a qualified medical practitioner (see below), or any injury that could be considered as being one that would normally be treated by a medical practitioner but does not result in the loss of a full day/shift. Do not report first aid treated injuries in this category.

MTIs include physical injuries as well as instances such as where a worker experiences psychological stress due to witnessing a traumatic event or being a victim of bullying, or if they required medical attention due to migraines caused by exposure to chemicals or gas. A qualified medical practitioner is defined as a person with a medical degree. The following would normally be considered medical treatment:

- Treatment of partial or full thickness burns
- Insertion of sutures
- Removal of foreign bodies embedded in the eye
- Removal of foreign bodies from a wound if the procedure is complicated by the depth of embedment, size or location
- Surgical debridement
- Admission to a hospital or equivalent for treatment or observation
- Application of antiseptics during second or subsequent visits to medical personnel

- Any work injury that results in a loss of consciousness
- Treatment of infection
- Use of prescription medications (except a single dose administered on the first visit for minor injury or discomfort)
- Treatment (diagnosis and evaluation) by a Psychiatrist for mental illness or stress as a result of a workplace occurrence.

The following on their own would not normally be considered medical treatment:

- Administration of tetanus shots or boosters
- Physiotherapy
- Diagnostic procedures such as X-rays or laboratory analysis, unless they lead to further treatment
- Referral to/treatment by a Psychiatrist where the diagnosis is not a result of a workplace occurrence.

### ***Lost Time Injuries (LTIs)***

**Definition:** An LTI is a work-related occurrence that results in a permanent disability or injury resulting in time lost from work of one day/shift or more. Permanent disability is as defined in the legislation of the jurisdiction in which the project is being undertaken.

LTIs include physical injuries (i.e. cuts, burns, fractures etc.) as well as instances such as where a worker experiences psychological stress due to witnessing a traumatic event or being a victim of bullying (and may require time off work as a result), or if they required medical attention due to migraines caused by exposure to chemicals or gas.

### ***Fatality/ies***

**Definition:** A fatality is a work-related occurrence that results directly or indirectly in the death of a person onsite (including deaths due to natural causes which occur on the project site).

### **Is this a notifiable incident?**

A notifiable incident is one resulting in the death of a person, a serious injury or illness of a person, or a near miss event/ Dangerous Occurrence, that is required to be notified under the WHS legislation covering notifiable incidents in the jurisdiction in which the project is being undertaken. Reports for notifiable incidents should be provided to the OFSC within 48 hours.

### **Project Type**

This field identifies whether the project where the incident occurred is a Scheme or Non-Scheme Project where the accredited contractor was the head contractor. This field is only available for LTI and Fatality incidents. If MTI or Dangerous Occurrence have been selected the system will automatically select Scheme Project. Non-Scheme MTI and Dangerous Occurrences are not reportable to the OFSC.

**If LTI or Fatality is selected, a Project Type field will display. If Scheme Project is then selected, the project will be able to be selected from the drop down. If Non-Scheme is selected, the name of the project can be entered into the project name field.**

**Add Incident**

\* Incident Type [Learn More](#)  
 LTI

\* Is this a notifiable incident? [Learn More](#)  
 Yes  No

\* Project Type [Learn More](#)  
 Non-Scheme Project

This field identifies the type of project managed by the Accredited Company where the incident to be reported has occurred. [Close](#)

\* Please provide the non-scheme project name [Learn More](#)

[Create Incident](#) [Cancel](#)

MTI or Dangerous Occurrence will not show Project Type field as only Scheme Projects can be selected from the drop down.

**Add Incident**

\* Incident Type [Learn More](#)  
 LTI

- **Fatalities** should be reported for both Scheme and non-Scheme projects, irrespective of the project value (notify immediately to 1800 652 500 and provide report within 48 hours);
- **LTIs** should be reported on all Scheme or non-Scheme projects (the OFSC also encourages the reporting of AWIs (Alternate Work Injuries)) where the project value is \$4 million or more (provide report within 48 hours if a Notifiable Incident, otherwise provide report within 3 weeks);
- **MTI or dangerous occurrences** should be reported on a Scheme project (provide report within 48 hours if a Notifiable Incident, otherwise provide report within 3 weeks. Non notifiable dangerous occurrences do not need to be reported to the OFSC).

Please see the [Reporting definitions and guidance](#) for more information on incident types. [Close](#)

\* Is this a notifiable incident? [Learn More](#)  
 Yes  No

\* Project Type [Learn More](#)  
 Non-Scheme Project

\* Please provide the non-scheme project name [Learn More](#)

### **What is a Scheme Project?**

Projects that meet the following requirements are defined as Scheme Projects for the purposes of the Scheme:

Projects **directly** funded by the Australian Government:

Projects are considered to be directly funded when the Australian Government has responsibility for the project funding and development. The Scheme applies to projects that are directly funded where the value of the building contract is \$4 million or more (GST inclusive).

Some typical examples of directly funded projects are a new Medicare office, a Defence facility or the refurbishment of Australian Government office accommodation.

Projects **indirectly** funded by the Australian Government:

Projects are considered to be indirectly funded when the Australian Government contributes funding to a third party recipient. The following thresholds apply for indirect funding:

- a head contract under the project includes building work of \$4 million or more (GST inclusive) AND
  - the value of the Australian Government contribution to the project is at least \$6 million (including GST) and represents at least 50 per cent of the total construction project value; OR
  - the Australian Government contribution to a project is \$10 million (including GST) or more, irrespective of the proportion of Australian Government funding.

If a project meets the above requirements, where any 'head contracts' for building work are awarded that have a value of \$4 million or more (inc. GST), the Scheme will apply and an accredited builder must be appointed.

Some typical examples of indirect funding are where the Australian Government provides funding to a State or Territory government to build a new school, a hospital or roads.

Preconstruction agreements, such as pre-commitment leases, public private partnerships (PPPs), build-own-operate (BOO) and build-own-operate-transfer (BOOT) agreements fall within the scope of the Scheme.

Any project that does not meet the above definition and for which the company is the head contractor is defined as a Non-Scheme Project for the purposes of the Scheme.

If you are unsure whether a project is a Scheme Project, please contact the FSC Assist Line on 1800 652 500 or email [fscreporting@dewr.gov.au](mailto:fscreporting@dewr.gov.au) for advice.

### **Please provide Project name**

Provide the full name of the project. For Scheme Projects this should match the name that was provided on the Contract Declaration previously submitted to the OFSC. Avoid using acronyms or abbreviations (particularly for Non-Scheme Projects) so that consistent records can be maintained by the OFSC across the life of a project.

## 1. Project Details

### 1.1 Project details

Project Value in dollars (inclusive of GST)

### 1.2 Construction type

#### ***Construction type***

Select the type of construction for the project. Only one type should be selected, so where a project involves more than one type, please select the type for the largest portion of the project that is managed by the accredited contractor.

- Civil or engineering construction – roads and bridges, railways, ports, water storage and supply, sewerage, telecommunications, pipelines, drainage, earthworks, heavy industry-related (refineries, pumping stations, mines, chemical plants, furnaces, steel mills, etc.).
- Commercial building – offices, shops, hotels, other business premises, industrial, social and institutional, plus medium and high density apartments (3 or more storeys).
- Residential building – detached or semi-detached houses and residential complexes (flats, home units, town houses, villas, terrace houses, semi-detached, duplexes, apartments, aged care facilities etc.) but excluding medium and high density apartments (3 or more storeys). A single dwelling house that comprises one stand-alone (detached) residential dwelling (including alteration, extension or refurbishment) for a single household is not covered by the definition of building work. Therefore, a project solely comprising any number of single dwelling houses (ie. has no detached or semi-detached dwellings in it) would not be subject to the requirements of the Scheme.

### 1.3 Company contact details

Provide the contact details of the person the OFSC can contact regarding the project.

## 2. Incident Details

### 2.1 Incident details

#### ***Date of incident (DD/MM/YYYY)***

The date that the incident occurred in the format Date/Month/Year. This field can be entered manually or using the date finder.

#### ***Time of incident (12hr HH:MM AM/PM)***

The time of the incident. Please enter the time in 12-hour format (HH:MM) and specify whether it was AM or PM.

#### ***Breakdown agency of incident***

The break down agency of incident is intended to identify the object, substance or circumstance that was principally involved in, or more closely associated with, the point at which things started to go wrong and which ultimately led to the most serious injury or disease.



- Machinery and fixed plant
- Mobile plant and transport
- Powered equipment, tools and appliances
- Non-powered hand tools, appliances and equipment
- Chemicals and chemical products
- Material and substances
- Environmental agencies
- Animal, human and biological agencies
- Other and unspecified agencies

The break down agency of incident is intended to identify the object, substance or circumstance that was principally involved in, or more closely associated with, the point at which things started to go wrong and which ultimately led to the most serious injury or disease.

1. Machinery and fixed plant includes: Cutting, slicing, sawing machinery, crushing, pressing, rolling machinery, heating, cooking, baking equipment, cooling, refrigeration plant and equipment, conveyors and lifting plant, electrical installation, radiation-based equipment, filling and bottling/packaging plant, other plant and machinery.
2. Mobile plant and transport includes: Self-propelled plant, semi-portable plant, other mobile plant, road transport, rail transport, air transport, water transport, other transport.
3. Powered equipment, tools and appliances includes: Workshop and worksite tools and equipment, kitchen and domestic equipment, office and electronic equipment, garden and outdoor powered equipment, pressure-based equipment not covered elsewhere, other powered equipment, tools and appliances.
4. Non-powered hand tools, appliances and equipment includes: Hand tools, non-powered, edged, other hand tools, fastening, packing and packaging equipment, furniture and fittings, other utensils, ladders, mobile ramps and stairways, and scaffolding, other non-powered equipment.
5. Chemicals and chemical products includes: Nominated chemicals, other basic chemicals, chemical products.
6. Material and substances includes: Non-metallic minerals and substances, other materials, objects or substances.
7. Environmental agencies include: Outdoor, indoor and underground environments.
8. Animal, human and biological agencies includes: Live four-legged animals, other live animals, non-living animals, human agencies, biological agencies.
9. Other and unspecified agencies include: Non-physical and other and unspecified agencies

**High Risk Construction category**

Select from the list of 19 high risk construction categories the one, if any, that relates to the incident.

- |   |  |
|---|--|
| <input type="checkbox"/> Working at Heights                         | <input type="checkbox"/> Chemical, Fuel or Refrigerant Lines       |
| <input type="checkbox"/> Telecommunications Towers                  | <input type="checkbox"/> Electrical                                |
| <input type="checkbox"/> Demolition                                 | <input type="checkbox"/> Contaminated / Flammable Atmosphere       |
| <input type="checkbox"/> Asbestos                                   | <input type="checkbox"/> Tilt-up / Precast Concrete                |
| <input type="checkbox"/> Structural Alterations / Temporary Support | <input type="checkbox"/> Traffic                                   |
| <input type="checkbox"/> Confined Space                             | <input type="checkbox"/> Mobile Plant                              |
| <input type="checkbox"/> Excavation                                 | <input type="checkbox"/> Artificial Extremes of Temperature        |
| <input type="checkbox"/> Tunnels                                    | <input type="checkbox"/> Diving                                    |
| <input type="checkbox"/> Explosives                                 | <input type="checkbox"/> Construction Work In, Over or Adjacent to |
| <input type="checkbox"/> Pressurised Gas                            | Water / Liquids Where Risk of Drowning                             |

**3. Worker(s) Involved****3.1 Worker injury details****Gender**

Indicate if the injured worker is male, female, or Indeterminate.

**Age**

Provide the injured workers age, in years. If the worker's exact age is unknown, please provide an estimate of the worker's age.

**Occupation**

Select one option only from the list which most accurately defines the injured worker's usual occupation.

1. Labourer
2. Tradesperson
3. Professional
4. Transport Workers
5. Managers and Administration
6. Clerical
7. Other

**Who is the employer of the injured person?**

Select one option from the three listed (accredited contractor, subcontractor or other). If the injured person is not employed by the accredited contractor or a subcontractor, please select the 'other' option. An example of a person who may fit this category is a Federal Safety Officer, a WorkCover auditor or other visitor to the site. If the person is an unauthorised party (i.e. a trespasser or unauthorised member of the public), please provide details in the next tab (Incident details) under 'Brief description of the incident'.

**Hours worker had been on site on the day of the incident**

Indicate the number of hours the injured worker had been present on that particular construction site prior to the incident in hours and minutes (HH:MM).

**Nature of injury**

Select one option only from the list which best identifies the most serious injury (or disease) that was experienced by the injured worker as a result of the incident.

- A. Intracranial injuries
- B. Fractures
- C. Wounds, lacerations, amputations and internal organ damage
- D. Burns
- E. Injury to nerves and spinal cord
- F. Traumatic joint/ligament and muscle/tendon injuries
- G. Other injuries
- H. Diseases and conditions
- I. Other diseases and claims

When completing an Incident Report select one option only from the list which best identifies the most serious injury (or disease) that was experienced by the injured worker as a result of the incident. Below are the kinds of injuries captured by each of the nature of injury categories:

- A. Intracranial injuries: Brain injury, other intracranial injury, not elsewhere classified or unspecified.
- B. Fractures: Fractured skull and facial bones, fracture of vertebral column without mention of spinal cord lesion, other fractures, not elsewhere classified or unspecified.
- C. Wounds, lacerations, amputations and internal organ damage: Internal injury of chest, abdomen and pelvis, traumatic amputation, injury to major blood vessel, laceration or open wound not involving traumatic amputation, medical sharp/needle-stick puncture, superficial injury, contusion, bruising and superficial crushing.
- D. Burns: Electrical burn, chemical burn, cold burn, hot burn, friction burn, combination burn or burn not elsewhere classified or unspecified.
- E. Injury to nerves and spinal cord: Quadriplegia involving spinal cord injury, paraplegia involving spinal cord injury, injuries to nerves and spinal cord, not elsewhere classified or unspecified.
- F. Traumatic joint/ligament and muscle/tendon injury: Trauma to joints and ligaments, trauma to muscles and tendons, residual soft tissue disorders due to trauma or unknown mechanisms.
- G. Other injuries: Foreign body on external eye, in ear or nose or in respiratory, digestive or reproductive tract, poisoning and toxic effects of substances, audio shock, audio shriek, electrocution, shock from electric current, traumatic deafness from air pressure or explosion, heat stress/heat stroke, hypothermia and effects of reduced temperature, effects of weather, exposure, air pressure and other external causes, not elsewhere classified, multiple injuries, other specified injuries, not elsewhere classified, or unspecified.
- H. Diseases and conditions: Musculoskeletal and connective tissue diseases, mental diseases, digestive system diseases, skin and subcutaneous tissue diseases, nervous system and sense organ diseases. Respiratory system diseases, circulatory system diseases, infectious and parasitic diseases, neoplasms (cancer)
- I. Other diseases and claims: Other diseases, not elsewhere classified, unspecified diseases, exposure to substances without current injury or disease apparent, damage to artificial aid(s), not known.

These categories are based on the nature of injury classifications listed in the Type of Occurrence Classification System, Version 3.1 (TOOCS3.1). See this document at [www.safeworkaustralia.gov.au](http://www.safeworkaustralia.gov.au) for more detailed information.

### ***Location of injury***

Select one option only from the list which identifies the part of the body affected by the most serious injury. The parts of the body covered by each of the groups are listed below.

1. Head
2. Neck
3. Trunk
4. Upper limbs
5. Lower limbs
6. Multiple locations
7. Systemic location
8. Non-physical locations: Psychological system.
9. Unspecified locations

When completing an Incident Report, select one option only from the list which identifies the part of the body affected by the most serious injury. See the Question Mark Help (?) next to this field for further information. Select one option only from the list which identifies the part of the body affected by the most serious injury.

The parts of the body covered by each of the groups are listed below:

1. Head: Cranium, eye, ear, mouth, nose, face - not elsewhere classified, head - multiple or unspecified locations.
2. Neck: Neck.
3. Trunk: Back - upper or lower, chest (thorax), abdomen and pelvic region, trunk - multiple locations/unspecified locations.
4. Upper limbs: Shoulder, upper arm, elbow, forearm, wrist, hand, fingers and thumb, upper limb - multiple or unspecified locations.
5. Lower limbs: Hip, upper leg, knee, lower leg, ankle, foot and toes, lower limb - multiple or unspecified locations.
6. Multiple locations: Neck and trunk, head and neck, head and other, trunk and limbs, upper and lower limbs, neck and shoulder, other specified multiple locations, unspecified multiple locations.
7. Systemic location: Circulatory system, respiratory system, digestive system, genitourinary system, nervous system, other and multiple systemic conditions, unspecified systemic conditions.
8. Non-physical locations: Psychological system.
9. Unspecified locations: Unspecified locations.

These categories are based on the location of injury classifications listed in the Type of Occurrence Classification System, Version 3.1 (TOOCS3.1). See this document at [www.safeworkaustralia.gov.au](http://www.safeworkaustralia.gov.au) for more detailed information.

***Mechanism of injury***

Select one option from the mechanism of injury list. The mechanism of injury is the action, exposure or event which was the direct cause of the injury (i.e. 'how' the person was hurt). The following list of standard categories is to be used when completing this item. Entry is only required at group level but sub-groups are provided in the reporting definitions and guidance in a new window to assist with selection of the appropriate group.

- Group 0 - falls, trips and slips of a person
- Group 1 - hitting objects with a part of the body
- Group 2 - being hit by moving objects
- Group 3 - sound and pressure
- Group 4 - body stressing
- Group 5 - heat, electricity and other environmental factors
- Group 6 - chemicals and other substances
- Group 7 - biological factors
- Group 8 - mental stress
- Group 9 - vehicle incidents and other

When completing an Incident report, the mechanism of injury is the action, exposure or event which was the direct cause of the injury (i.e. 'how' the person was hurt). Select one option from the list. The following list of standard categories is to be used when completing this item. Entry is only required at group level but sub-groups are provided below to assist with selection of the appropriate group.

**Group 0 -FALLS, TRIPS AND SLIPS OF A PERSON**

- 01 Falls from a height
- 02 Falls on the same level
- 03 Stepping, kneeling or sitting on objects

**Group 1-HITTING OBJECTS WITH A PART OF THE BODY**

- 11 Hitting stationary objects
- 12 Hitting moving objects
- 13 Rubbing and chafing

**Group 2-BEING HIT BY MOVING OBJECTS**

- 21 Being hit by falling objects
- 22 Being bitten by an animal
- 23 Being hit by an animal
- 24 Being hit by a person accidentally
- 25 Being trapped by moving machinery or equipment
- 26 Being trapped between stationary and moving objects
- 27 Exposure to mechanical vibration
- 28 Being hit by moving objects
- 29 Being assaulted by a person or persons

**Group 3-SOUND AND PRESSURE**

- 31 Exposure to single, sudden sound

- 32 Long-term exposure to sound
- 33 Explosion
- 34 Other variations in pressure

**Group 4-BODY STRESSING**

- 41 Muscular stress while lifting, carrying, or putting down objects
- 42 Muscular stress while handling objects other than lifting, carrying or putting down
- 43 Muscular stress with no objects being handled
- 44 Repetitive movements, low muscle loading

**Group 5-HEAT, ELECTRICITY AND OTHER ENVIRONMENTAL FACTORS**

- 51 Contact with hot objects
- 52 Contact with cold objects
- 53 Exposure to environmental heat
- 54 Exposure to environmental cold
- 55 Exposure to non-ionising radiation
- 56 Exposure to ionising radiation
- 57 Contact with electricity
- 58 Drowning/immersion
- 59 Exposure to other environmental factors

**Group 6-CHEMICALS AND OTHER SUBSTANCES**

- 61 Single contact with chemical or substance
- 62 Long term contact with chemicals or substances
- 63 Insect and spider bites and stings
- 64 Contact with poisonous parts of plant or marine life
- 65 Other and unspecified contact with chemical or substance

**Group 7-BIOLOGICAL FACTORS**

- 71 Contact with, or exposure to, biological factors of non-human origin
- 72 Contact with, or exposure to, biological factors of human origin
- 73 Contracts with, or exposure to, biological factors of unknown origin.

**Group 8-MENTAL STRESS**

- 81 Exposure to a traumatic event
- 82 Exposure to workplace or occupational violence
- 83 Work pressure
- 84 Suicide or attempted suicide
- 85 Other mental stress factors
- 86 Work related harassment and/or workplace bullying
- 87 Other harassment

**Group 9-VEHICLE INCIDENTS AND OTHER**

- 91 Slide or cave-in
- 92 Vehicle incident
- 93 Rollover
- 94 Other and multiple mechanisms of incident
- 95 Unspecified mechanisms of incident

These categories are based on the 10 major mechanism of incident classification groups listed in the Type of Occurrence Classification System, Version 3.1 (TOOCS3.1). See [www.safeworkaustralia.gov.au](http://www.safeworkaustralia.gov.au) for more detailed information on this Classification System.

***Working days/shifts expected/actually lost***

Please note: this section only needs to be completed for Lost Time Injuries (LTIs)

Indicate from the list, the number of working days or shifts that were lost for the injured worker as result of the incident. If the number of working days/shifts lost is not available at the time the report must be submitted (because it is continuing past the required report submission due date), provide an indication of the working days/shifts that are expected to be lost. Please contact the OFSC after the report submission if the expected lost days differs from the final actual lost days.

***Working days/shifts where a significant change to normal duties is made/expected***

Please note: It is recommended that this section be completed for LTIs.

Indicate from the list the period that the injured worker has, or is expected to have, at the time the report is due for submission, a significant change to their normal duties upon their return to work. This includes where the injured worker has a gradual return to their normal duties or returns to work to perform a different role. For example, the injured worker returns to work to perform administration duties where their usual duties involve intensive labour or operation of mobile plant. This may also include workers sent to unscheduled training due to their incapacity to perform normal duties.

## **4. Incident Description**

### **4.1 Incident description**

***Detailed description of the incident***

Provide a detailed description of the incident including what instigated it, the people, machinery and equipment that were involved, and any injuries that were sustained as a result.

***Please provide information regarding actions that have been subsequently taken to reduce the risk of a similar future occurrence***

***Have you conducted an incident investigation report regarding the fatality? (only complete this question for a fatality)***

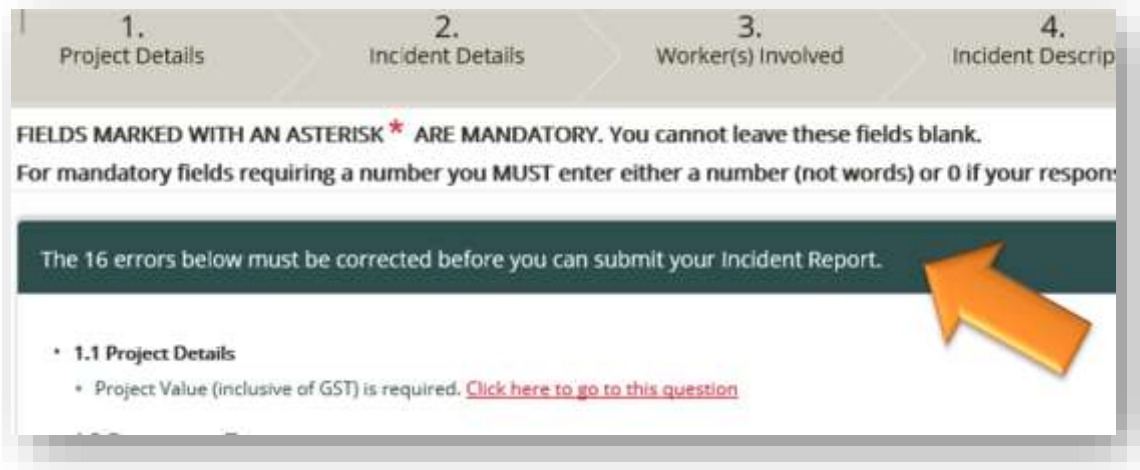
Select yes or no and provide the requested additional information corresponding to your response. If the information, such as an investigation report, is not available at the time the report is due to be submitted, please make a note of this in this section of the report and indicate when it is anticipated that the information will be available and forwarded to the OFSC.

## 5. Submission

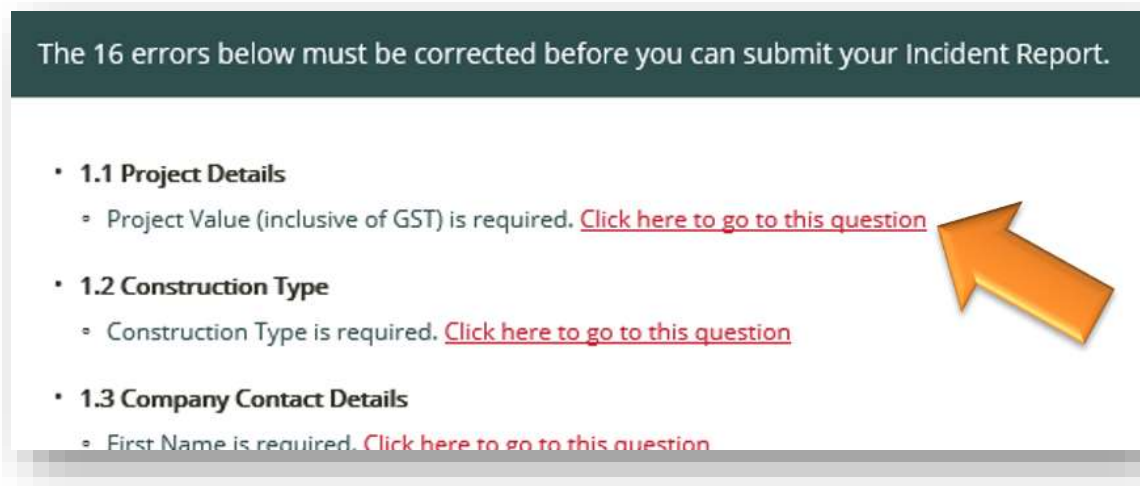
Please click "Submit" button to submit your report.

### Validation Errors

Before submission is permitted, you must fix any validation errors. Validation errors will be shown with a green bar at the top of the report as displayed below:



Under the green bar is a list of the specific fields that must be updated/completed before the Incident Report can be submitted. Clicking on the red link next to each error will redirect you to the field that needs updating/completing:



When the errors in the Incident Report have been resolved, users can click on the "Submit" button.



## Definitions

### Scheme Project

#### What is a Scheme Project?

Projects that meet the following requirements are defined as Scheme Projects for the purposes of the Scheme:

Projects **directly** funded by the Australian Government:

Projects are considered to be directly funded when the Australian Government has responsibility for the project funding and development. The Scheme applies to projects that are directly funded where the value of the building contract is \$4 million or more (GST inclusive).

Some typical examples of directly funded projects are a new Medicare office, a Defence facility or the refurbishment of Australian Government office accommodation.

Projects **indirectly** funded by the Australian Government:

Projects are considered to be indirectly funded when the Australian Government contributes funding to a third party recipient. The following thresholds apply for indirect funding:

- a head contract under the project includes building work of \$4 million or more (GST inclusive) AND
  - the value of the Australian Government contribution to the project is at least \$6 million (including GST) and represents at least 50 per cent of the total construction project value; OR
  - the Australian Government contribution to a project is \$10 million (including GST) or more, irrespective of the proportion of Australian Government funding.

If a project meets the above requirements, where any 'head contracts' for building work are awarded that have a value of \$4 million or more (inc. GST), the Scheme will apply and an accredited builder must be appointed.

Some typical examples of indirect funding are where the Australian Government provides funding to a State or Territory government to build a new school, a hospital or roads.

Preconstruction agreements, such as pre-commitment leases, public private partnerships (PPPs), build-own-operate (BOO) and build-own-operate-transfer (BOOT) agreements fall within the scope of the Scheme.

Any project that does not meet the above definition and for which the company is the head contractor is defined as a Non-Scheme Project for the purposes of the Scheme.

If you are unsure whether a project is a Scheme Project, please contact the FSC Assist Line on 1800 652 500 or email [fscreporting@dewr.gov.au](mailto:fscreporting@dewr.gov.au) for advice.

## Incident report types

### Dangerous Occurrence

A Dangerous Occurrence is incident where no person is injured, but could have been injured, resulting in Serious Personal Injury (which requires a week or more away from work), Incapacity or Death. Also commonly called a “near miss”. Only Dangerous Occurrences that are required to be reported under the WHS legislation covering notifiable incidents in the jurisdiction the project is being undertaken are required to be reported to the OFSC.

### MTI (Medically Treated Injury)

An MTI is a work-related occurrence that results in treatment by, or under the order of, a qualified medical practitioner (see below), or any injury that could be considered as being one that would normally be treated by a medical practitioner but does not result in the loss of a full day/shift. Do not report first aid treated injuries in this category.

MTIs include physical injuries as well as instances such as where a worker experiences psychological stress due to witnessing a traumatic event or being a victim of bullying, or if they required medical attention due to migraines caused by exposure to chemicals or gas. A qualified medical practitioner is defined as a person with a medical degree. The following would normally be considered medical treatment:

- Treatment of partial or full thickness burns
- Insertion of sutures
- Removal of foreign bodies embedded in eye
- Removal of foreign bodies from a wound if the procedure is complicated by the depth of embedment, size or location
- Surgical debridement
- Admission to a hospital or equivalent for treatment or observation
- Application of antiseptics during second or subsequent visits to medical personnel
- Any work injury that results in a loss of consciousness
- Treatment of infection
- Use of prescription medications (except a single dose administered on the first visit for minor injury or discomfort)
- Treatment (diagnosis and evaluation) by a Psychiatrist for mental illness or stress as a result of a workplace occurrence.

The following on their own would not normally be considered medical treatment:

- Administration of tetanus shots or boosters
- Physiotherapy
- Diagnostic procedures such as X-rays or laboratory analysis, unless they lead to further treatment
- Referral to/treatment by a Psychiatrist where the diagnosis is not a result of a workplace occurrence.

## LTI (Lost Time Injury)

An LTI is a work-related occurrence that results in a permanent disability or injury resulting in time lost from work of one day/shift or more. Permanent disability is as defined in the legislation of the jurisdiction in which the project is being undertaken.

LTIs include physical injuries (i.e. cuts, burns, fractures etc.) as well as instances such as where a worker experiences psychological stress due to witnessing a traumatic event or being a victim of bullying (and may require time off work as a result), or if they required medical attention due to migraines caused by exposure to chemicals or gas.

## Fatality

A work-related occurrence that results directly or indirectly in the death of a person onsite (including deaths due to natural causes which occur on the project site).

## Is this a notifiable incident?

A notifiable incident is one resulting in the death of a person, a serious injury or illness of a person, or a near miss event/Dangerous Occurrence, that is required to be notified under the relevant WHS legislation in the jurisdiction in which the project is being undertaken. Reports for notifiable incidents should be provided to the OFSC within 48 hours.

## Construction types

When completing a report, where it asks for the construction type, select the type of construction for the project. Only one type should be selected, so where a project involves more than one type, please select the type for the largest portion of the project that is managed by the accredited contractor as the head contractor.

- Civil or engineering construction – roads and bridges, railways, ports, water storage and supply, sewerage, telecommunications, pipelines, drainage, earthworks, heavy industry-related (refineries, pumping stations, mines, chemical plants, furnaces, steel mills, etc.).
- Commercial building – offices, shops, hotels, other business premises, industrial, social and institutional, plus medium and high density apartments (3 or more storeys).
- Residential building – detached or semi-detached houses and residential complexes (flats, home units, town houses, villas, terrace houses, semi-detached, duplexes, apartments, aged care facilities etc.) but excluding medium and high density apartments (3 or more storeys). A single dwelling house that comprises one stand-alone (detached) residential dwelling (including alteration, extension or refurbishment) for a single household is not covered by the definition of building work. Therefore, a project solely comprising any number of single dwelling houses (i.e. has no detached or semi-detached dwellings in it) would not be subject to the requirements of the Scheme.

## Breakdown agency

The break down agency of incident is intended to identify the object, substance or circumstance that was principally involved in, or more closely associated with, the point at which things started to go wrong and which ultimately led to the most serious injury or disease.

1. Machinery and fixed plant includes: Cutting, slicing, sawing machinery, crushing, pressing, rolling machinery, heating, cooking, baking equipment, cooling, refrigeration plant and equipment, conveyors and lifting plant, electrical installation, radiation-based equipment, filling and bottling/packaging plant, other plant and machinery.
2. Mobile plant and transport includes: Self-propelled plant, semi-portable plant, other mobile plant, road transport, rail transport, air transport, water transport, other transport.
3. Powered equipment, tools and appliances includes: Workshop and worksite tools and equipment, kitchen and domestic equipment, office and electronic equipment, garden and outdoor powered equipment, pressure-based equipment not covered elsewhere, other powered equipment, tools and appliances.
4. Non-powered hand tools, appliances and equipment includes: Hand tools, non-powered, edged, other hand tools, fastening, packing and packaging equipment, furniture and fittings, other utensils, ladders, mobile ramps and stairways, and scaffolding, other non-powered equipment.
5. Chemicals and chemical products includes: Nominated chemicals, other basic chemicals, chemical products.
6. Material and substances includes: Non-metallic minerals and substances, other materials, objects or substances.
7. Environmental agencies include: Outdoor, indoor and underground environments.
8. Animal, human and biological agencies includes: Live four-legged animals, other live animals, non-living animals, human agencies, biological agencies.
9. Other and unspecified agencies include: Non-physical and other and unspecified agencies

These categories are based on the break down agency of incident classifications listed in the Type of Occurrence Classification System, Version 3.1 (TOOCS3.1). See [www.safeworkaustralia.gov.au](http://www.safeworkaustralia.gov.au) for more detailed information on this Classification System.

### **Nature of injury**

When completing an Incident Report select one option only from the list which best identifies the most serious injury (or disease) that was experienced by the injured worker as a result of the incident. Below are the kinds of injuries captured by each of the nature of injury categories:

- A. Intracranial injuries: Brain injury, other intracranial injury, not elsewhere classified or unspecified.
- B. Fractures: Fractured skull and facial bones, fracture of vertebral column without mention of spinal cord lesion, other fractures, not elsewhere classified or unspecified.
- C. Wounds, lacerations, amputations and internal organ damage: Internal injury of chest, abdomen and pelvis, traumatic amputation, injury to major blood vessel, laceration or open wound not involving traumatic amputation, medical sharp/needle-stick puncture, superficial injury, contusion, bruising and superficial crushing.
- D. Burns: Electrical burn, chemical burn, cold burn, hot burn, friction burn, combination burn or burn not elsewhere classified or unspecified.

- E. Injury to nerves and spinal cord: Quadriplegia involving spinal cord injury, paraplegia involving spinal cord injury, injuries to nerves and spinal cord, not elsewhere classified or unspecified.
- F. Traumatic joint/ligament and muscle/tendon injury: Trauma to joints and ligaments, trauma to muscles and tendons, residual soft tissue disorders due to trauma or unknown mechanisms.
- G. Other injuries: Foreign body on external eye, in ear or nose or in respiratory, digestive or reproductive tract, poisoning and toxic effects of substances, audio shock, audio shriek, electrocution, shock from electric current, traumatic deafness from air pressure or explosion, heat stress/heat stroke, hypothermia and effects of reduced temperature, effects of weather, exposure, air pressure and other external causes, not elsewhere classified, multiple injuries, other specified injuries, not elsewhere classified, or unspecified.
- H. Diseases and conditions: Musculoskeletal and connective tissue diseases, mental diseases, digestive system diseases, skin and subcutaneous tissue diseases, nervous system and sense organ diseases. Respiratory system diseases, circulatory system diseases, infectious and parasitic diseases, neoplasms (cancer)
- I. Other diseases and claims: Other diseases, not elsewhere classified, unspecified diseases, exposure to substances without current injury or disease apparent, damage to artificial aid(s), not known.

These categories are based on the nature of injury classifications listed in the Type of Occurrence Classification System, Version 3.1 (TOOCS3.1). See [www.safeworkaustralia.gov.au](http://www.safeworkaustralia.gov.au) for more detailed information on this Classification System.

### Location of injury

When completing an Incident report, select one option only from the list which identifies the part of the body affected by the most serious injury. See the Question Mark Help (?) next to this field for further information. Select one option only from the list which identifies the part of the body affected by the most serious injury.

The parts of the body covered by each of the groups are listed below.

1. Head: Cranium, eye, ear, mouth, nose, face - not elsewhere classified, head - multiple or unspecified locations.
2. Neck: Neck.
3. Trunk: Back - upper or lower, chest (thorax), abdomen and pelvic region, trunk - multiple locations/unspecified locations.
4. Upper limbs: Shoulder, upper arm, elbow, forearm, wrist, hand, fingers and thumb, upper limb - multiple or unspecified locations.
5. Lower limbs: Hip, upper leg, knee, lower leg, ankle, foot and toes, lower limb - multiple or unspecified locations.
6. Multiple locations: Neck and trunk, head and neck, head and other, trunk and limbs, upper and lower limbs, neck and shoulder, other specified multiple locations, unspecified multiple locations.
7. Systemic location: Circulatory system, respiratory system, digestive system, genitourinary system, nervous system, other and multiple systemic conditions, unspecified systemic conditions.
8. Non-physical locations: Psychological system.
9. Unspecified locations: Unspecified locations.

These categories are based on the location of injury classifications listed in the Type of Occurrence Classification System, Version 3.1 (TOOCS3.1). See [www.safeworkaustralia.gov.au](http://www.safeworkaustralia.gov.au) for more detailed information on this Classification System.

## Mechanism of injury

When completing an Incident Report, the mechanism of injury is the action, exposure or event which was the direct cause of the injury (i.e. 'how' the person was hurt). Select one option from the list. The following list of standard categories is to be used when completing this item. Entry is only required at group level but sub-groups are provided below to assist with selection of the appropriate group.

### Group 0 -FALLS, TRIPS AND SLIPS OF A PERSON

- 01 Falls from a height
- 02 Falls on the same level
- 03 Stepping, kneeling or sitting on objects

### Group 1-HITTING OBJECTS WITH A PART OF THE BODY

- 11 Hitting stationary objects
- 12 Hitting moving objects
- 13 Rubbing and chafing

### Group 2-BEING HIT BY MOVING OBJECTS

- 21 Being hit by falling objects
- 22 Being bitten by an animal
- 23 Being hit by an animal
- 24 Being hit by a person accidentally
- 25 Being trapped by moving machinery or equipment
- 26 Being trapped between stationary and moving objects
- 27 Exposure to mechanical vibration
- 28 Being hit by moving objects
- 29 Being assaulted by a person or persons

### Group 3-SOUND AND PRESSURE

- 31 Exposure to single, sudden sound
- 32 Long-term exposure to sounds
- 33 Explosion
- 34 Other variations in pressure

### Group 4-BODY STRESSING

- 41 Muscular stress while lifting, carrying, or putting down objects
- 42 Muscular stress while handling objects other than lifting, carrying or putting down
- 43 Muscular stress with no objects being handled
- 44 Repetitive movement, low muscle loading

### Group 5-HEAT, ELECTRICITY AND OTHER ENVIRONMENTAL FACTORS

- 51 Contact with hot objects
- 52 Contact with cold objects
- 53 Exposure to environmental heat

- 54 Exposure to environmental cold
- 55 Exposure to non-ionising radiation
- 56 Exposure to ionising radiation
- 57 Contact with electricity
- 58 Drowning/immersion
- 59 Exposure to other environmental factors

**Group 6-CHEMICALS AND OTHER SUBSTANCES**

- 61 Single contact with chemical or substance
- 62 Long term contact with chemicals or substances
- 63 Insect and spider bites and stings
- 64 Contact with poisonous parts of plant or marine life
- 65 Other and unspecified contact with chemical or substance

**Group 7-BIOLOGICAL FACTORS**

- 71 Contact with, or exposure to, biological factors of non-human origin
- 72 Contact with, or exposure to, biological factors of human origin
- 73 Contact with, or exposure to, biological factors of unknown origin.

**Group 8-MENTAL STRESS**

- 81 Exposure to a traumatic event
- 82 Exposure to workplace or occupational violence
- 83 Work pressure
- 84 Suicide or attempted suicide
- 85 Other mental stress factors
- 86 Work related harassment and/or workplace bullying
- 87 Other harassment

**Group 9-VEHICLE INCIDENTS AND OTHER**

- 91 Slide or cave-in
- 92 Vehicle incident
- 93 Rollover
- 94 Other and multiple mechanisms of incident
- 95 Unspecified mechanisms of incident

These categories are based on the 10 major mechanism of incident classification groups listed in the Type of Occurrence Classification System, Version 3.1 (TOOCS3.1). See [www.safeworkaustralia.gov.au](http://www.safeworkaustralia.gov.au) for more detailed information on this Classification System.

## Frequently asked questions

### Why does the OFSC measure Accredited Contractor WHS performance?

Despite the efforts of WHS regulators, industry and workers, the incidence of death and injury on building and construction industry worksites remains unacceptably high. The OFSC was established to address the relatively poor WHS performance of the building and construction industry when compared with other industries. The ongoing aim of the Scheme is to encourage cultural change in the building and construction industry and lift WHS performance, not only on Australian Government building sites, but across all Australian building sites. The reports required of accredited contractors are designed to monitor their WHS performance, and collect data for the provision of guidance on how improvements in WHS performance may be achieved and sustained.

### What happens to the information provided in reports?

The OFSC may use the information in the WHS performance reports for the following purposes:

- a) To monitor the WHS performance of accredited contractors;
- b) To assist a Commonwealth agency or authority to assess the suitability of accredited contractors when entering into Commonwealth building contracts; and
- c) To enable the analysis of trends in each accredited contractor's WHS performance.

All information provided to the OFSC is strictly confidential and will be treated as Commercial-in-Confidence. However, in administering the Scheme the FSC may disclose some of the information collected to other Australian Government agencies, and Commonwealth, state or territory authorities. The FSC may also disclose the information if it is in the public interest that the information be disclosed. Any such disclosure would be undertaken in accordance with the *Building and Construction Industry (Improving Productivity) Act 2016*.

The OFSC publishes the [Biannual Report Data Analysis Report](http://www.fsc.gov.au) on [www.fsc.gov.au](http://www.fsc.gov.au) for each six-month reporting period. The report provides a broad summary of the Biannual Report data collected with comparisons to previous Biannual Report periods and to industry wide data.

### What projects do I need to report on?

Accredited contractors must submit a Contract Declaration when they are awarded a Scheme Project. In addition, accredited contractors will need to submit Incident Reports for:

- All fatalities on both Scheme and Non-Scheme Projects, irrespective of the project value (notify immediately to **1800 652 500** and provide report within 48 hours);
- Any incident resulting in a LTI on Scheme and Non-Scheme Projects where the project value is \$4 million or more (provide report within 48 hours if a notifiable incident, otherwise provide report within 3 weeks); and
- Any MTI or Dangerous Occurrence on a Scheme Project (provide report within 48 hours if a notifiable incident, otherwise provide report within 3 weeks).

Accredited contractors must also submit a Scheme Biannual Report for the January to June and July to December reporting periods each year. These reports cover both Scheme and Non-Scheme Projects that are carried out by the accredited contractor during these periods.



If you are unsure of whether you need to report on a particular project or for a particular type of incident, please contact the OFSC on 1800 652 500.

**I currently have a maintenance contract with a number of projects under it. Does this count as one project, or do I include the number of projects as well?**

Accredited contractors are required to report on the number of head contracts for Scheme Projects that they are carrying out. The head contract may comprise a number of sub-projects which should not be included in calculating the number of contracts. Similarly, in submitting reports for Scheme Projects, accredited contractors should submit only one report for each head contract even if there are a number of sub-projects under that contract. This means, for example, that the Scheme Project Report should include the aggregate figures for all projects under the contract.

**A number of our subsidiaries and affiliated companies are also accredited under the Scheme. Do we just submit one report for all companies?**

Every accreditation must submit their own reports. This means that if subsidiaries and affiliated companies are accredited independently of each other, each company must submit its own reports. Where a number of entities or companies have been granted joint accreditation under the Scheme, only one set of reports needs to be provided for the accredited entity as a whole.

**We did not undertake any Scheme Projects in the six-month Scheme Biannual reporting period. Are we still required to submit reports?**

Yes. Accredited contractors are required to submit reports where incidents occur on Scheme and Non-Scheme Projects where they are the head contractor. Accredited contractors are also required to submit Scheme Biannual Reports even if they did not undertake any Scheme Projects in the six-month Scheme Biannual reporting period.

**Can we provide copies of the submitted OFSC reports to our clients and other persons?**

Accredited contractors can share information they have provided to the OFSC with any other person, entity or organisation. All information provided to the OFSC is treated confidentially by the OFSC and can only be disclosed in the circumstances set out in the *Building and Construction Industry (Improving Productivity) Act 2016*.


**We have signed a new contract but we are not sure if it falls within the Scheme or has Commonwealth Government funding. How do we find out if we are required to submit Scheme project reports for this project?**

The tender and contract documents should indicate whether this is a Scheme Project and if so, who is required to be accredited. If accredited contractors require further confirmation, at first instance they should ask the entity that awarded the contract if the project falls within the Scheme thresholds. Should the entity that awarded the contract not be able to provide this information, accredited contractors can contact the OFSC on 1800 652 500 or at [fscreporting@dewr.gov.au](mailto:fscreporting@dewr.gov.au).

**It is my responsibility to complete the OFSC reporting for the international Accredited contractor I am employed by. Do I report on all the building and construction projects we work on, or just those in Australia?**

The OFSC only requires international accredited contractors to report on the building and construction work they perform within Australia as a head contractor; this includes any incidents such as fatalities.

**I'm unsure what information a particular section of a report is asking for, where can I seek guidance on definitions or calculations?**

The **Learn More** and Question Mark  help buttons in FSC Online will provide further explanation of reporting requirements. If you require further assistance in completing your OFSC reports, please contact the OFSC via the details below.

**Telephone:** 1800 652 500

**Email:** For questions regarding reports [fscreporting@dewr.gov.au](mailto:fscreporting@dewr.gov.au)

For technical questions or queries regarding FSC Online [fsonline@dewr.gov.au](mailto:fsonline@dewr.gov.au)