



Australian Government

Department of Employment and Workplace Relations
Office of the Federal Safety Commissioner

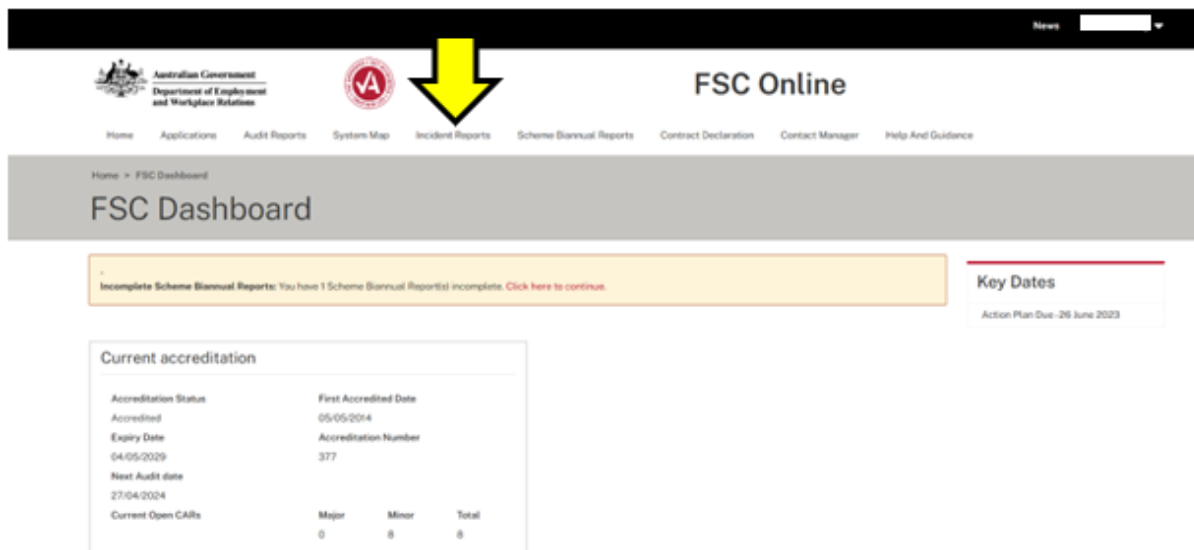


FSC Online: Incident Reporting Feature

The FSC Online Portal affords users a secure and efficient means of lodging incident reports with the OFSC. The incident report feature ensures that all information relevant to an incident is captured on submission, seeking to limit any need for subsequent follow-up between the OFSC and accredited companies. The portal also affords a secure means of communicating this information to the OFSC, ensuring that this data is only available to those with a defined 'need to know'.

1. After logging into the FSC Online portal with your myID, the incident report feature can be accessed from the FSC Online dashboard.

- Click on the **'Incident Report'** button to open up the feature



Home > FSC Dashboard

FSC Dashboard

Incomplete Scheme Biannual Reports: You have 1 Scheme Biannual Report(s) incomplete. [Click here to continue](#)

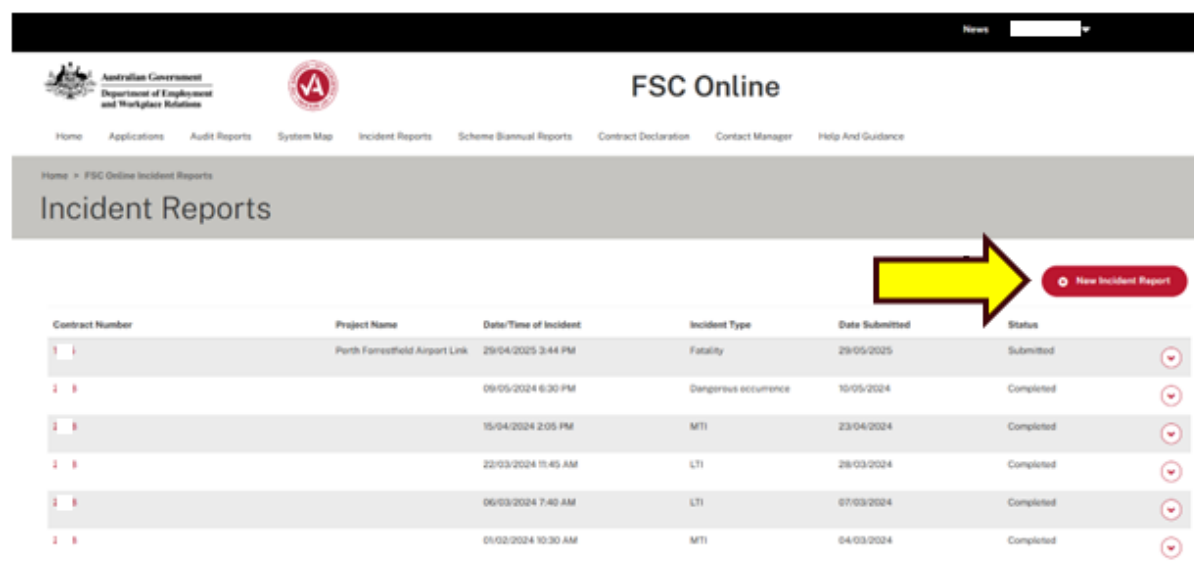
Key Dates
Action Plan Due - 26 June 2023

Current accreditation

Accreditation Status	First Accredited Date
Accredited	05/05/2014
Expiry Date	Accreditation Number
04/05/2029	377
Next Audit date	
27/04/2024	
Current Open CARs	Major Minor Total
	0 8 8

2. Once **'Incident Reports'** has been selected, you will navigate to the incident report feature:

- You will be able to see a list of all previously submitted incident reports linked to the Accreditation Profile
- The list table includes (and can be sorted by) relevant contract number, project name, date/time of incident, incident type, date submitted, and incident status (i.e. OFSC incident status)
- You will be able to create a new incident report by selecting **'New Incident Report'**.



Home > FSC Online Incident Reports


Incident Reports


[New Incident Report](#)

Contract Number	Project Name	Date/Time of Incident	Incident Type	Date Submitted	Status
1	Purth Forrestfield Airport Link	29/04/2025 3:44 PM	Fatality	29/05/2025	Submitted
1		09/05/2024 6:30 PM	Dangerous occurrence	10/05/2024	Completed
1		15/04/2024 2:05 PM	MTI	23/04/2024	Completed
1		22/03/2024 11:45 AM	LTI	26/03/2024	Completed
1		06/03/2024 7:40 AM	LTI	07/03/2024	Completed
1		01/02/2024 10:30 AM	MTI	04/03/2024	Completed

3. When you select “new incident report” you will be able to create a new incident report and choose the “Incident Type” from the following options

- Dangerous occurrence
- Medically Treated Injury (MTI)
- Lost Time Injury (LTI)
- Fatality

 Create ✕

Incident Type * 

Select

Select

Dangerous occurrence

MTI


LTI


Fatality

Create Incident


Cancel

4. You will also need to advise if the incident is a **‘Notifiable Incident’** or not:
5. The definition of a notifiable incident relevant to the State or Territory in which the incident occurred is applicable for the purpose of determining if an incident is notifiable in relation to an entity’s WHS scheme accreditation.


 Create ✕

Incident Type * 

Dangerous occurrence

Is this a notifiable incident? 

☒ No ☐ Yes

Project Type * 

Select

Create Incident

Cancel

6. Once you have completed both **'Incident Type'** and **'Project Type'** fields, you will have the option of selecting if the incident occurred on a **'Scheme Project'** or **'Non-Scheme Project'**
7. Dangerous occurrences and Medically Treated Injuries (MTIs) do not need to be reported to the OFSC for non-scheme projects and the system does not cater for such reporting

Create [Close]

Incident Type * [?]
 Fatality

Is this a notifiable incident? [?]
 ☒ No ☐ Yes

Project Type * [?]
 Select

- Select
- Scheme Project
- Non-Scheme Project

8. After selecting scheme or non-scheme project, you can enter the name of the project:
 - Scheme projects will pre-populate from a drop-down list for selection
6. After selecting scheme or non-scheme project, you can enter the name of the project:
 - Scheme projects will pre-populate from a drop-down list for selection

Create [Close]

Incident Type * [?]
 Fatality


Is this a notifiable incident? [?]
 ☒ No ☐ Yes


Project Type * [?]
 Scheme Project

Please provide the scheme project name * [?]
 [Empty dropdown]

- Project Name
- Project Name
- Project Name
- Systems, Stations, Trains, Operations and Maintenance


9. Non-scheme projects can be named via free-text

 Create ✕


Incident Type * 

Fatality

▼


Is this a notifiable incident? 

☒ No ☐ Yes

Project Type * 

Non-Scheme Project

▼

Please enter the non-Scheme project name * 


test-project-name

Create Incident


Cancel

10. If you are creating a **‘Non-notifiable Incident’** on a **‘Non-Scheme’** project site, you will be directed to an **‘Incident Report Form’** which consists of three distinct stages:

- Project details, Incident Details, & Incident Description



Australian Government
Department of Employment
and Workplace Relations



FSC Online

Home

Applications

Audit Reports

System Map

Incident Reports

Scheme Biannual Reports

Contract Declaration

Contact Manager

Help And Guidance

Home > FSC Online Incident R... > FSC Online - Incident Report - Project Details

Incident Report Form

1. Project Details

2. Incident Details

3. Incident Description


Project details

Project type
Scheme Project

Project name
Systems, Stations, Trains, Operations and Maintenance

Contract number
2847

Contract value (inclusive of GST)
\$5000000000

Construction Type * 
Civil Construction

Save

Next →

11. If you are creating a **‘Notifiable Incident’** on a **‘Scheme’** project site, you will be directed to the **‘Incident Report Form’** which consists of four distinct stages:
- Project details, Incident Details, Worker(s) involved & Incident Description
 - Each stage needs to be completed and demonstrate a tick before the incident report is complete and can be submitted.

The screenshot shows the 'FSC Online' portal header with the Australian Government logo and navigation links. The breadcrumb trail indicates the path: Home > FSC Online Incident R... > FSC Online - Incident Report - Project Details. The main heading is 'Incident Report Form'. On the left, a sidebar shows four stages: 1. Project Details (active), 2. Incident Details, 3. Worker(s) involved, and 4. Incident Description. The main content area is titled 'Project details' and contains the following fields: 'Project type' (Scheme Project), 'Project name' (Perth Forrestfield Airport Link), 'Contract number' (1455), 'Contract value (inclusive of GST)' (\$1200000000), and 'Construction Type *' (a dropdown menu currently showing 'Civil Construction'). At the bottom of the form are 'Save' and 'Next ->' buttons.

12. To complete the project details section of the Incident Report Form, you must select the type of construction from the options below for the “Construction Type” field

- Civil Construction
- Commercial Construction
- Residential Construction

This screenshot shows a close-up of the 'Construction Type *' dropdown menu. The menu is open, displaying three options: 'Civil Construction', 'Commercial Construction', and 'Residential Construction'. The 'Select' text is visible at the top of the dropdown list.

13. Once you have selected a Construction type, select **'Save'**

- The **'Project Details'** stage will then display a tick, indicating you have completed this section of the form
- Then click **'Next'** to proceed to the incident details section.

The screenshot shows the 'FSC Online' header with the Australian Government Department of Employment and Workplace Relations logo. The navigation bar includes links: Home, Applications, Audit Reports, System Map, Incident Reports, Scheme Biannual Reports, Contract Declaration, Contact Manager, and Help And Guidance. The breadcrumb trail is: Home > FSC Online Incident R... > FSC Online - Incident Report - Project Details. The main heading is 'Incident Report Form'. On the left, a sidebar shows three steps: 1. Project Details (checked with a red tick), 2. Incident Details (unchecked with a red X), and 3. Incident Description (unchecked with a red X). A large yellow arrow points to the '1. Project Details' step. The main content area is titled 'Project details' and contains the following fields: 'Project type' (Scheme Project), 'Project name' (Systems, Stations, Trains, Operations and Maintenance), 'Contract number' (2847), 'Contract value (inclusive of GST)' (\$5000000000), and 'Construction Type *' (a dropdown menu showing 'Civil Construction'). At the bottom, there are two buttons: 'Save' (red) and 'Next ->' (pink). A large yellow arrow points to the 'Next ->' button.

14. To complete the **'Incident Details'** section of the form, you must complete all of the mandatory fields indicated by an asterisk (*) relating to the incident:

15. This includes the date and time, Breakdown Agency, and applicable high risk construction category.

The screenshot shows the 'FSC Online' header with the Australian Government Department of Employment and Workplace Relations logo. The navigation bar includes links: Home, Applications, Audit Reports, System Map, Incident Reports, Scheme Biannual Reports, Contract Declaration, Contact Manager, and Help And Guidance. The breadcrumb trail is: Home > FSC Online Incident R... > FSC Online - Incident Report - Incident Details. The main heading is 'Incident Report Form'. On the left, a sidebar shows three steps: 1. Project Details (checked with a green tick), 2. Incident Details (checked with a red X), and 3. Incident Description (unchecked with a red X). The main content area is titled 'Incident Details' and contains the following fields: 'Incident Type *' (Dangerous occurrence), 'Notifiable Incident *' (radio buttons for No and Yes, with 'No' selected), 'Date/Time of Incident *' (a date and time picker showing 'DD/MM/YYYY hh:mm AM/PM'), 'Breakdown agency of incident *' (a dropdown menu showing 'Select'), and 'High Risk Construction Category *' (a dropdown menu showing 'Select').

Project Site details where incident occurred

Provide the location or full street address of the project. Please ensure you provide the town/suburb, State and postcode.

Enter manually?
☐ No ☒ Yes

Address Line 1 *

Address Line 2

Suburb/Town/City *

State/Territory *

Postcode/Zip Code *

[< Previous](#)

[Save](#)

[Next >](#)

16. You must then select **'Save'** before selecting **'Next'** in order to proceed to the next stage of the incident report:

- After selecting **'Save,'** the **'Incident Details'** will now show a tick demonstrating that this section has been completed and saved

1. Project Details

2. Incident Details

3. Worksite involved

4. Incident Description

Incident Details

Incident Type *
LTI

Not Fatal Incident *
☐ No ☒ Yes

Date/Time of Incident *
01/06/2025 5:22 PM

Breakdown agency of Incident *
Animal, human and biological agencies

High Risk Construction Category
H1 - Working at Heights

Please provide a description or further detail of why this high risk construction category was selected. *
test

Project Site details where incident occurred

Provide the location or full street address of the project. Please ensure you provide the town/suburb, State and postcode.

50 Marcus Clarke Street, Canberra ACT, Australia

Enter manually?
☒ No ☐ Yes

Address Line 1
50

Address Line 2
Marcus Clarke St

Suburb/Town/City
Canberra

State/Territory
ACT

Postcode/Zip Code
2600

[< Previous](#) [Save](#) [Next >](#)

Further information: Visit the FSC website at www.fsc.gov.au
Contact the FSC Assist Line on **1800 652 500** | Contact the OFSC via email at ofsc@dewr.gov.au

17. If you are completing an incident report for a **'Notifiable Incident'** on a **'Scheme Project,'** you will then proceed to the **'Worker(s) involved'** section of the form, where you can add the details relating to the workers involved in the incident:

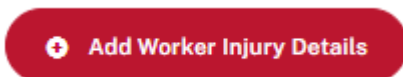
- If you are completing an incident report for a **'non-notifiable'** incident on a **'non-scheme'** project, please skip ahead to step 18.
- You can add the details by selecting **'Add worker injury details'**

18. You can add multiple records if more than one worker was involved in the incident

- These details will then be saved in a list within the **'Worker(s) involved'** section of the form.

The screenshot shows the 'FSC Online' interface. The top navigation bar includes links for Home, Applications, Audit Reports, System Map, Incident Reports, Scheme Biannual Reports, Contract Declaration, Contact Manager, and Help And Guidance. The main header reads 'Incident Report Form'. On the left, a sidebar shows a progress indicator with four steps: 1. Project Details, 2. Incident Details, 3. Worker(s) involved (highlighted in red), and 4. Incident Description. The main content area is titled 'Worker Injury Details'. It features a table with columns for Gender, Age, Occupation, and Workers details. Below the table, a message states 'There are no records to display.' To the right of the table, a yellow arrow points to a red button labeled 'Add Worker Injury Details'. At the bottom of the form, there are three buttons: 'Previous', 'Save', and 'Next >>'.

19. Click on the **'Add worker injury details'** button to create a worker injury details entry:



20. You must then complete all of the mandatory fields indicated by an asterisk before selecting **‘Save worker injury details’** in order to correctly save the affected worker’s details:

The screenshot shows a web form for saving worker injury details. Yellow arrows point to the following fields, which are marked as mandatory with an asterisk (*):

- Gender * (Dropdown menu)
- Age * (Text input)
- Occupation * (Dropdown menu)
- Who is the employer of the injured person? * (Dropdown menu)
- Hours worker had been on site on the day of the incident * (Dropdown menu)
- Minutes * (Dropdown menu)
- Cumulatively, how many hours was the worker on any building or construction site in the seven days including and prior to the incident. * (Text input)
- Nature of Injury * (Dropdown menu)
- Location of Injury * (Dropdown menu)
- Mechanism of Injury * (Dropdown menu)
- Working days/shifts expected/actually lost * (Text input)
- Working days/shifts where a significant change to normal duties is made/expected * (Text input)

At the bottom of the form, there are three buttons: "Save Worker Injury Details" (highlighted in red), "Cancel", and a navigation bar with "← Previous", "Save" (highlighted in red), and "Next →".

➤ This process should be repeated for all affected workers.

21. After saving the **'Worker Injury Details'** you must also click **'Save'** and then click **'Next'** to proceed to the **'Incident description'** section of the form:

22. You must complete all mandatory fields marked by an asterisk within the **'Incident Description'** section in order to proceed with lodging the incident report:

- The incident description should include as much detail as possible, without disclosing the personal details of the individual/s affected
- The 'where, when, what, why and how' of an incident are relevant to OFSC considerations. Providing a comprehensive explanation within the form will limit the requirement for OFSC follow up relating to specific incidents

23. If you are providing notification of a **'Medically Treated Injury' (MTI)**, please note it is mandatory to provide advice regarding the specific medical treatment received by the worker within the incident description

- The **'Incident Description'** label in the left hand sidebar will display an 'X' until all mandatory fields within the section have been completed and the responses saved.

24. If the incident was a **‘notifiable incident’** such as a fatality, you will be prompted to advise if an investigation has been undertaken into the cause of the incident


- If you indicate that an investigation report has been prepared, a field will enable you to upload a copy of any associated record of the investigation.
- Click **‘Add Files’** and follow the on-screen prompts to upload a copy of the WHS investigation report as well as any wider available evidence linked to the incident


Have you conducted an incident investigation report regarding the fatality? * ⓘ


☐ No ☒ Yes

Please provide information regarding the investigation, including a copy of the incident investigation report and details of actions that have been subsequently taken to reduce the risk of a similar future occurrence. If the investigation report is not available when submitting this report, please make a note of this on the report and indicate when it is anticipated that the report will be forwarded to the OFSC. *

Attach any relevant documents relating to the fatality or investigation

 **Add files**

Name ↑	Modified
	less than a minute ago

 **Submit**

25. Once you have completed all mandatory fields and saved the responses, the form will be ready for submission and the **‘Submit’** button will appear to the right of the page:

- Please review the incident report prior to submission
- After updating any of the values contained in mandatory fields, you will need to again select **‘Save’** at the bottom of the page, in order to capture those changes for final submission.

Home > FSC Online Incident R... > FSC Online - Incident Report - Incident Description

Incident Report Form

1. Project Details

2. Incident Details

3. Worker(s) involved

4. Incident Description

Incident Description

Incident Description * ⓘ

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.



Test

Have you conducted an incident investigation report regarding the fatality? * ⓘ

☒ No ☐ Yes


Please provide information regarding any actions that have subsequently been taken to reduce the risk of similar future occurrences. *

test


 **Save**  **Submit**

26. After successful submission, you will now be able to view the submitted incident report in addition to previously submitted incident reports on the main ‘Incident Report’ list:

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FSC Online

HomeApplicationsAudit ReportsSystem MapIncident ReportsScheme Biannual ReportsContract DeclarationContact ManagerHelp And Guidance

Home > FSC Online Incident Reports

Incident Reports

Your incident report has been successfully submitted.

New Incident Report

Contract Number	Project Name	Date/Time of Incident	Incident Type	Date Submitted	Status	
2847	Systems, Stations, Trains, Operations and Maintenance	02/06/2025 12:42 PM	Fatality	17/06/2025	Submitted	
1455	Perth Forrestfield Airport Link	01/06/2025 5:22 PM	LTI		Started	
		02/06/2025 4:43 PM	Fatality	13/06/2025	Submitted	
1455	Perth Forrestfield Airport Link	29/04/2025 3:44 PM	Fatality	29/05/2025	Submitted	

Frequently Asked Questions (Incident reporting):

Question: The incident report data will not save. I get an error message telling me I do not have sufficient permissions to save the report.

Answer: This generally means you have been signed out by the system due to inactivity. Please log back in with your myID and you should be able to save content as required. Any data you have added, after being signed out will not be captured and will need to be re-entered after logging back in.

Question: The incident report data will not save. A spinning save icon is spinning indefinitely.

Answer: This could be caused by a system availability issue. Please log back in with your myID and you should be able to save content as required.

If you experience any difficulties using the Incident Report features within FSC Online, please contact STARHelpdesk@dewr.gov.au. Alternatively, please call the FSC Assist line on 1800 652 500.