



# Workplace Fatalities and Serious Injuries Checklist

Notification	Done
Contact the AMWU immediately –	<input type="checkbox"/>
Confirm with your employer has contacted the H&S inspectorate	<input type="checkbox"/>
Work collectively with other HSRs on site, i.e. ensure they are informed of the incident and aware of their role	<input type="checkbox"/>
<b>Immediate Risk</b>	
Isolate area – nothing to be touched other than to implement First Aid procedures	<input type="checkbox"/>
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Workers not involved in emergency and first aid procedures to cease work until advised that there is no immediate risk too health and safety	<input type="checkbox"/>
<b>Initial Investigation</b>	
Take pictures, sketches, measurements of incident scene if safe to do so and not impeding emergency and first aid procedures	<input type="checkbox"/>
Make sure the incident register is completed and a copy taken	<input type="checkbox"/>
Identify witnesses and attempt to get initial statements	<input type="checkbox"/>
Keep workers on site, if safe to do so, until the Union has had a chance to talk to them	<input type="checkbox"/>
<b>Your Rights - Inform workers of the following:</b>	
1. All workers need to wait for union representation and advice	<input type="checkbox"/>
2. No worker to accept representation from anyone else i.e. company lawyer, Management representative	<input type="checkbox"/>
3. No worker to consent to interviews with the police, WorkCover or company legal people without talking to the union first for legal advice	<input type="checkbox"/>
4. No worker to sign a waiver releasing their witness statement to company representatives	<input type="checkbox"/>
<b>Counselling</b>	
Confidential on-going if needed. Counselling is made available for everybody on site	<input type="checkbox"/>
<b>Prevention</b>	
Instigate complete safety audit – including practices and procedures	<input type="checkbox"/>
Complete own investigation and ensure observer at management and / or WorkCover investigation report	<input type="checkbox"/>