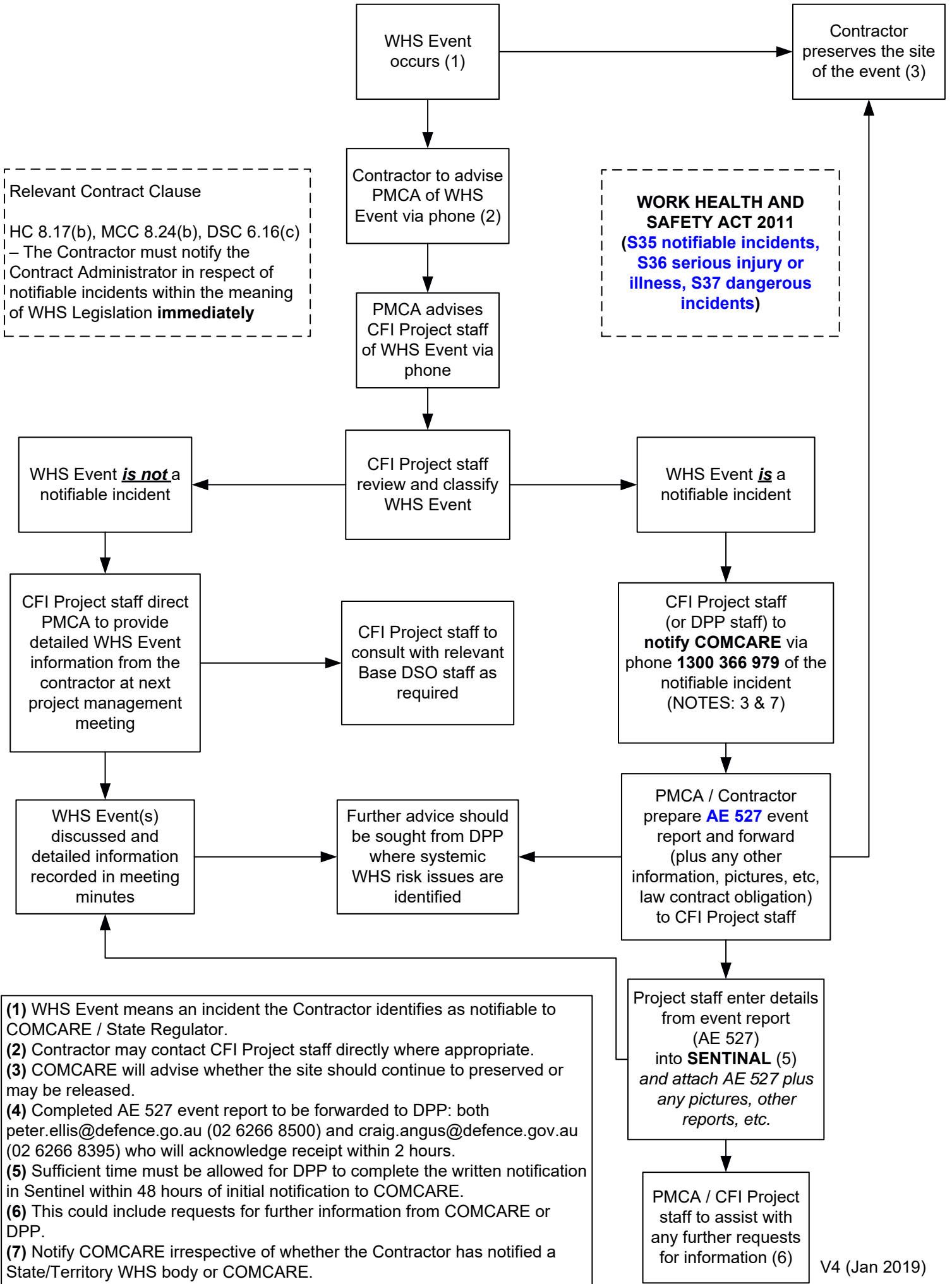


# CFI BRANCH WHS INCIDENT PROCESS (NOTIFIABLE INCIDENTS)



Relevant Contract Clause  
 HC 8.17(b), MCC 8.24(b), DSC 6.16(c)  
 – The Contractor must notify the Contract Administrator in respect of notifiable incidents within the meaning of WHS Legislation **immediately**

**WORK HEALTH AND SAFETY ACT 2011**  
 (S35 notifiable incidents, S36 serious injury or illness, S37 dangerous incidents)

- (1) WHS Event means an incident the Contractor identifies as notifiable to COMCARE / State Regulator.
- (2) Contractor may contact CFI Project staff directly where appropriate.
- (3) COMCARE will advise whether the site should continue to be preserved or may be released.
- (4) Completed AE 527 event report to be forwarded to DPP: both peter.ellis@defence.gov.au (02 6266 8500) and craig.angus@defence.gov.au (02 6266 8395) who will acknowledge receipt within 2 hours.
- (5) Sufficient time must be allowed for DPP to complete the written notification in Sentinel within 48 hours of initial notification to COMCARE.
- (6) This could include requests for further information from COMCARE or DPP.
- (7) Notify COMCARE irrespective of whether the Contractor has notified a State/Territory WHS body or COMCARE.