

# Electrical incident response summary

After an electrical incident, there are a number of steps to undertake. The following provides a summary of key actions, many of which are concurrent. The [checklist](#) provides more information about notifiable incidents.

1

## Look for danger - if safe, assist person affected

- Disable power source - turn off power at wall (switch).
- Provide first aid as necessary.
- Ensure medical assessment (ambulance/doctor) as soon as possible even if it is a 'mild' or suspected 'shock'.



2

## Secure the scene and make area safe

- Preserve the scene/equipment until advice from WHSQ.
- If equipment is involved, ensure it cannot be used (tag out/lock out).
- Do NOT dispose of equipment until assessed by a competent person (electrician) and/or WHSQ investigation concludes.



3

## Notify WHSQ or ESO of the incident immediately on becoming aware

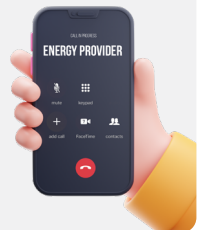
- Notify by phone 1300 362 128 or complete an [online incident notification](#).
- All electric shocks are notifiable incidents.
- Shocks from static electricity are *not* notifiable.
- Inform region about the incident and discuss if a [School Alert](#) needs to be completed.



4

## Contact your local energy entity, for example Ergon/Energex/Essential Energy, if the fault may be related to the network

- Shocks from metal parts such as taps or metal sinks are to be reported to the entity as these may indicate a problem with the network.
- If an incident clearly relates to a piece of equipment, reporting to the entity is not warranted. Keep the piece of equipment until any investigations by Workplace Health and Safety Queensland (WHSQ) or the Electrical Safety Office (ESO) are completed.



5

## Contact an electrical contractor to assess and fix the issue

- QBuild or
- Independent licensed electrician.



6

## Record the incident in MyHR WHS by the next business day

- Select 'Injury/illness' (if shock/injury occurred) and 'Electrical' incident types.
- Select 'Yes' for Dangerous incident.
- Complete Injury/illness (if selected) and Electrical tabs. Save, then submit.



7

## Investigate and share information

- Undertake a [standard investigation](#) and attach to MyHR WHS incident record (include any QBuild or electrician's reports).
- Ensure appropriate controls are implemented.
- Share information, for example at staff meetings.

