# WHS Incident and Investigation Procedure

Appendix 1: REACT protocol

**Incident Scene Initial Action and Preservation**

**R**eview situation

* Exercise caution: incident sites contain many potential hazards (live electrical cables, HAZCHEM, volatile or flammable goods).
* Commence evidence collation and note taking.

**Managers or Supervisors do NOT have the authority to disturb notifiable incident sites due to activity/task requirements.**

**E**valuate scene

* Photograph, video or sketch and make notes of the incident site.
* Note location and condition of personnel before they or equipment is moved.
* Note location of every piece of equipment/parts and contents.
* Identify, segregate and record details of all witnesses to the incident.

**A**ssist victims

* Initiate first aid and ensure ambulance and emergency services are contacted as required.
* Identify and protect any personal clothing or equipment that may remain at the scene.

**C**ontrol and preserve scene

* The scene includes any plant, substance, structure or thing associated with the notifiable incident and may include personal equipment and belongings, briefings, vehicles, tyre tracks.
* Secure the site by placing a cordon around the extent of the available evidence.
* If there is a vehicle carrying hazardous material, consult the SDS and approach cautiously from upwind to limit exposure to fumes. If necessary, use PPE.

**T**ake notes and record incident

* Designate a scribe or responsible person to collate information.
* Obtain names, addresses, contact numbers and intended movements of witnesses, and note any witness that may have photographic or video evidence of the incident and gain permission to access.
* Record weather conditions, lighting, distances, measurements, equipment status, details of location and actions of personnel.
* Details of any disturbance of the scene.
* Witnesses are to note what they saw, heard, felt and experienced for collation.

The only circumstances a scene may be disturbed are:

* + To assist injured personnel;
  + To remove a deceased person;
  + To make the site safe to minimise the risk of a further notifiable incident – eg suppress fires, restrain or move plant and equipment;
  + To facilitate a police investigation; and
  + Where the scene is released or does not require preservation.