

# Notifiable Incident Safety Matter

This form is for completion by a licensee who becomes aware of either of the following (each a **safety matter**)—

- a notifiable incident has occurred on a building site under the licensee's control or on which the licensee is carrying out building work;
- a person carrying out building or other work on a building site under the licensee's control, or on which the licensee is carrying out building work, has contravened or is contravening—
  - a notice or injunction under the *Work Health and Safety Act 2011*, part 10; or
  - a notice or injunction under the *Electrical Safety Act 2002*, part 11A.

A notifiable incident means—

- (a) the death or serious injury or illness of a person; or
- (b) an incident that exposes a person to a risk of serious injury or illness, such as the collapse or partial collapse of a building.

**Notice of a safety matter must be given in the fastest way possible in the circumstances.**

Notice can be given by:

- telephoning QBCC on 139 333; or
- by completing and lodging this form by
  - facsimile to (insert fax number); or
  - email to (insert email address)

**A licensee must give QBCC notice of a safety matter as required under section 54A Queensland Building and Construction Commission Act 1991. It is an offence to fail to give QBCC notice of a safety matter.**

**Please note**, it is an offence under section 108C of the *Queensland Building and Construction Act 1991* to give the commission a document containing information the person knows is false or misleading. QBCC may exchange information under section 28B of the *Queensland Building and Construction Act 1991* with other agencies including information provided on this form.

Name:

Licence  
number:

Address:

Telephone:

Mobile:

Email:

**Please provide details of the safety matter:**

If the safety matter is a notifiable incident, please provide details of the incident and why it was or may have been caused by the use of the NCBP. Please provide as much detail as possible. (e.g. The events that led to the incident. The work undertaken when the incident happened. The overall action, exposure or event that best describes the circumstances that resulted in the injury, illness, fatality or the dangerous event. The object, substance or circumstance which was directly involved in inflicting the injury, illness, fatality or the dangerous event. The name and type of any machinery, equipment or substance involved. Was anyone else involved?)

If a person carrying out building or other work on a building site under your control, or on which you are carrying out building work, has contravened or is contravening—

- a notice or injunction under the Work Health and Safety Act 2011, part 10; or
- a notice or injunction under the Electrical Safety Act 2002, part 11A,

Please provide details of the notice or injunction and why you believe it is being, or has been, contravened. Please provide as much detail as possible.