

Report a confirmed COVID-19 diagnosis

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 **If a COVID-19 diagnosis happens at work, it's important to make sure that people are safe.**

How to report a confirmed COVID-19 diagnosis

1. When to notify WorkSafe

Employers and self-employed persons, with management or control of a workplace must notify WorkSafe immediately after becoming aware that:

- an employee, independent contractor, employee of the independent contractor or self-employed person has received a confirmed diagnosis of coronavirus (COVID-19) and;
- the employee, independent contractor, employee of the independent contractor or self-employed person has attended the workplace within the relevant infection period.

2. Notify WorkSafe immediately by calling 13 23 60

We'll lodge details of the incident and email you a link to an online incident notification form. WorkSafe will then advise if an inspector will make a site visit and whether the incident scene can be disturbed before the inspector's attendance.
Call 13 23 60.

3. Report the incident within 48 hours

Once you have completed and submitted the online incident notification form, you will receive a confirmation email with a copy of your records.

4. Having trouble completing the online form?

If you are having trouble completing the online incident notification form, download a print copy of the incident notification form, and email the completed form to: info@worksafe.vic.gov.au or post to:
WorkSafe Victoria
PO BOX 279
Geelong VIC 3220
Link: <https://www.worksafe.vic.gov.au/resources/incident-notification-form>

5. Save a copy of the incident notification form

You are required to keep a record of the form for at least five years.

Need help?

If you are unsure or have any questions, please contact WorkSafe on [13 23 60](tel:132360).

Related information

- **Report an incident**

<https://www.worksafe.vic.gov.au/report-incident>

- **Coronavirus (COVID-19)**

<https://www.worksafe.vic.gov.au/coronavirus-covid-19>