

Insert Business name where any line _____ indicates

<p>Your Business Logo is inserted here</p>	<p>Document Title INCIDENCE REPORTING Policy and Procedure</p>	<p>Policy & Procedure name here</p>
<p>Business Initial here</p>	<p>CE-PP-01</p>	<p>Date Document Drawn up</p>
<p>Policy and Procedure number here</p>	<p>DATE COMPLIED: 26/11/2004 REVIEW DATE: 26/11/2005 <i>Authorised By:</i> <i>Compiled By: B&L Safety Solutions</i></p>	<p>Review Date Authorised By</p>
<p>"PP" here</p>		

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POLICY
In keeping with _____ commitment to safety for all our employees and visitors, and our continuous safety program. This Policy and Procedure shall be adhered to by all employees and visitors. This Policy and Procedure is to be observed and signed by all employees in keeping with our consultation arrangement/agreement for reporting of all incidence's and accidents.

PROCEDURE

1. Under Section 341 of the Occupational and Safety Regulations *Notification of incidents—additional incidents to be notified:*
 - a) Injury to a person regardless of how minor, shall be registered in the Workplace Injury and Disease Register.
 - b) That all injuries shall be reported to the manager/supervisor who will organise for the injured person to be treated for first aid or to see the Doctor.
 - c) The manager shall then assist the injured person to fill in the incident report log with a full description of how the incidence occurred.
 - d) That employees are aware of the regulation that Insurers MUST be notified of a significant injury within 48 hours of the injury occurring
2. In the event of a series injury (amputation, crush, death, extreme damage to machinery). The manager shall: under sections 86 (1) and 87 (4) *Non Disturbance of place and plant involved in serious incidents—additional serious incidents .*
 - a) Immediately after ensuring that the injured person has medical attention, or (machinery has been isolated) shall notify Workcover of the incidence.
 - b) Ensure that the scene of the incidence shall not be disturbed for a minimum of 36 hours, or unless Workcover representatives inform him otherwise.
3. That records of all incidences shall be kept on file for a minimum of five (5) years,

In addition to the above _____ shall:

1. Keep all records in a completed and tidy manner in accordance with our procedures.
2. That our incidence records are accessible at any time.
3. We shall maintain our records as to the regulations required by Workcover and the NOHSC.
4. That all incidences recorded are investigated thoroughly.
5. We shall review our policy on incidents and accidents each year in accordance with our procedure.
6. Maintain a First Aid Register for minor incidents (cuts and abrasions)
7. Ensure all employees are aware of all record keep ing procedures, and review this each year.
8. Ensure that an investigation of all incidence's will be carried out and an evaluation of the incidence's shall be performed.

This policy and Procedure is to be reviewed every 12 calendar months

Business Name Here


Signatures and dates here

Managers Signature

Employees Name

Date Implemented / /

Employees Signature



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	<u>DOCUMENT TITLE</u> <u>OHS TRAINING</u> <u>Policy and Procedure</u>	
	OH&S <small>Document Number</small> <u>-PP-</u>	DATE COMPLIED: / / REVIEW DATE: / / Authorised By: Compiled By: <i>B&L Safety Solutions</i>

POLICY: Under the Occupational Health and Safety Act, has a responsibility to provide their employees with OH&S SAFETY TRAINING. Therefore it is a policy ofthat General Occupational Health and Safety Training will be held every 12 months. This will be in conjunction with our Induction Policy & Procedure.

PROCEDURES:

1. Meetings on OH&S Training to be held every 12 months or as required by B&L Safety Solutions Minutes are to be recorded and shall include;
 - ▶ Date of Training Session;
 - ▶ Training Presenters Name;
 - ▶ Topics discussed;
 - ▶ Staff and all persons present;
 - ▶ Staff and all persons present signatures; (*either after the session is completed or after they have read the minutes*)
 - ▶ Minutes are to be filed in their own file for future reference.

2. Sessions of the Safety Training shall include the following:
 - ▶ General Safety in the Workplace;
 - ▶ Occupational Health and Safety;
 - ▶ Confined Spaces;
 - ▶ Workplace Consultation;
 - ▶ Hazardous Substances & Dangerous Goods;
 - ▶ Fire Extinguisher Identification and Operation;
 - ▶ Hazard & Risk Management;
 - ▶ First Aid;
 - ▶ Eye Safety;
 - ▶ Noise Hazards in the Workplace;
 - ▶ Dust Management at the Workplace;
 - ▶ Manual Handling and Team Lifting Procedures;



OTHER:

That the OHS Representative must possess a current certification of Workplace Consultation as per Workcovers requirements.

..... expectation is that *ALL* staff and employees shall participate in the OH&S Training each 12 months that it is to be held:

If any staff member or employee cannot attend this OH&S Safety Training, Then at the earliest convenient time he/she shall be given a copy of the minutes of the OH&S Safety Meeting/Training and shall as early as practicable demonstrate their knowledge of the topics mentioned in the Sessions section of this document.

Topics of the Sessions Section of this document may be increased or decreased, BUT only after it has been passed in a meeting of the OH&S committee and agreed upon by both management and the employees of

Proprietor's Signature _____

Date ____/____/____

