

Insert Business name where any line _____ indicates

<p>Your Business Logo is inserted here</p> <p>Business Initial here</p> <p>Policy and Procedure number here</p> <p>"PP" here</p> <p>Business name inserted here</p>	<p>Document Title <u>INCIDENT REPORTING</u> Policy and Procedure</p> <p>CE-PP-01</p> <p>DATE COMPLIED: 26/11/2004 REVIEW DATE: 26/11/2005 Authorised By: Compiled By: B&L Safety Solutions</p>	<p>Policy & Procedure name here</p> <p>Date Document Drawn up</p> <p>Review Date Authorised By</p>
<p><u>POLICY</u> 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.</p> <hr/> <p><u>PROCEDURE</u></p> <ol style="list-style-type: none"> 1. Under Section 341 of the Occupational and Safety Regulations <i>Notification of incidents—additional incidents to be notified:</i> <ol style="list-style-type: none"> 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) <i>Non Disturbance of place and plant involved in serious incidents—additional serious incidents .</i> <ol style="list-style-type: none"> 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, <p>In addition to the above _____ shall:</p> <ol style="list-style-type: none"> 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 keeping 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. <p>This policy and Procedure is to be reviewed every 12 calendar months</p>		
<p>Business Name Here</p> <p>Signatures and dates here</p>	<p>_____ Managers Signature</p> <p>_____ Date Implemented / /</p> <p>_____ Employees Name</p> <p>_____ Employees Signature</p>	



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

Date of Revision	TYPE OF REVISION			Completed	Not Yet
1.	Revision 1. Original	December	2006		
2.	Revision 2. Minor Revision	June	2007		
3.	Revision 3. Major Revision	December	2007		
4.	Revision 4. Minor Revision	June	2008		
5.	Revision 5. Major Revision	December	2008		
6.	Revision 6. Minor Revision	June	2009		
7.	Revision 7. . Major Revision	December	2009		
Documents for Revision		Major	Minor	Revision Date	
Occupational Health & Safety Policies					
Hazard & Risk Identification Documents					
Hazard & Risk Assessment Documents					
Hazard & Risk Controls in Place Documents					
OHS Safety Checklist Documents					
Emergency Preparedness Documents					
OHS Safety Signage Documents					
Induction & Assessment Documents					
Safe Work Procedure Documents					
New Purchases (Plant & Equipment Documents)					
Rehabilitation Documents					
Dangerous Goods/MSDS Documents					
Noise/Dust/Manual Handling Documents					
LEGISLATIVE CHANGES/AMENDMENTS					
Occupational Health & Safety Act					
Occupational Health & Safety Regulations					
Workers Compensation Act/Regulations					
OHS AUDIT					
OHS Documents					
OHS Implementation					
OHS Compliance					
OHS Effectiveness					