

Insert Business name where 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>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p>Document Title <u>INCIDENT REPORTING</u> <u>Policy and Procedure</u></p> </div> <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; padding: 5px; width: 40%;"> <p><u>CE-PP-01</u></p> </div> <div style="border: 1px solid black; padding: 5px; width: 55%;"> <p>DATE COMPLIED: 26/11/2004 REVIEW DATE: 26/11/2005 Authorised By: Compiled By: B&L Safety Solutions</p> </div> </div>	<p>Policy & Procedure name here</p> <p>Date Document Drawn up</p> <p>Review Date Authorised By</p>	
<p>Business Name Here</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>Policy</p> <p>Procedures</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>CONSULTATION</u> <u>Policy and Procedure</u>	
	OH&S <u>Document Number</u> <u>-PP-</u>	DATE COMPLIED: / / REVIEW DATE: / / Authorised By: Compiled By: <i>B&L Safety Solutions</i>

POLICY

..... is committed to the ongoing continuous safety program for the protection of the health and safety of all our employees.

..... therefore shall ensure that a consultation process be implemented with its employees for the purpose of identifying all risks and hazards that may have an affect on their safety, health and welfare in the workplace.

..... shall also consult with its employees for the purpose of implementing a system to eliminate or control those hazards that may have an affect on their safety, health and welfare

PROCEDURES

B&L SAFETY SOLUTIONS. in consultation with its employees shall, together agree to adopt a policy for:

- ▶ Which Consultation Mechanism shall be agreed upon.
- ▶ The agenda that the consultation shall adopt for selection of the members.
- ▶ The agenda for arrangements of meetings and minutes of such meetings.
- ▶ The selection criteria required for OH&S Representative & OH&S Committee
- ▶ The role & responsibilities of the OH&S Representative & OH&S Committee
- ▶ The role of members of the selected workgroup consultation members
- ▶ If agreed that the “Other agreed arrangement” be adopted, a name for the group representing the Consultation group.
- ▶ The maximum and minimum numbers of members elected.
- ▶ What training is required for the OH&S Representative and OH&S Committee
- ▶ The period of “term” for both the OH&S Rep and members elected

Proprietor/Manager _____ .

Date / / . **Review Date** / / .



