

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>Document Title INCIDENCE REPORTING 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>Business name inserted here</p>	<p>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.</p>	
<p>Business Name Here</p>	<p>PROCEDURE</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>Signatures and dates here</p>	<p>_____ Manager's Signature</p> <p>_____ Employees Name</p> <p>_____ Date Implemented / /</p> <p>_____ Employees Signature</p>	



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

In conjunction with Consultation policies, (a), (b) and (c) This policy shall apply each and every time that the OH&SCIT members attend, hold or convene a meeting in regards to the safety issues or other items that are of concern regarding the safety, health and welfare of all persons working or visiting. All members are to given a copy of this document.

This policy is to be signed by each member after they have received their copy of the policy.

Therefore at each meeting;

1. A person shall be elected as the “chairperson” of such meetings (usually a supervisor)
1. All meetings are to be recorded and noted for filing and for distribution as per Consultation process
2. A person shall be elected to take the minutes and also read the minutes from the previous meeting
3. If any issues are carried over from the last meeting, these will be discussed before any other business.
4. If an issue cannot be resolved then a motion must be passed to pass it over and to be addressed and controlled by a certain date, and also by the person nominated to implement the control. It shall also be noted in the “Continuous Safety Action Plan” and raised at the next meeting as to see “where we are at” with the problem
5. All documentation in relation to any change, assessment of any: procedures, tasks, risk or hazards, plant or machinery, must be tabled at these meetings for general discussion and total agreement by all must be reached before any change can be put into place.
6. All members who are required to complete any/all OH&S safety checklist, or OH&S checklist of any kind shall have these completed and signed, any irregularities of any OH&S checklist shall be brought to the attention of the OH&SCIT meeting.
7. If there are any irregularities and a risk or hazard has been identified, and assessed and prioritised then the OH&SCIT shall look at each issue by priority.
8. These issues shall be addressed by the OH&SCIT and a measure of control or elimination of any hazard or risk shall be discussed and agreed upon by all. If no agreement is reached on a certain issue it can be passed over to the next meeting, and the OH&SCIT Representative shall seek assistance from other sources in relation to controlling or elimination of such risks or hazards, (this could include, referring to the OH&S Regulation 2001 or Workcover NSW for assistance.
9. But the issue shall be acted on and controlled within a period of 12 months, at such time if the OH&SCIT has not found a solution to the risk or hazard, then a member can request that an investigator from Workcover can be called in to assist.
10. If an investigator is requested then the OH&S Representative shall at the earliest convenience arrange for the investigator to visit the workplace. The representative shall accompany the investigator whilst at the workplace and show the investigator the issue in question.
11. Whatever the recommendations are that are received from the investigation report they shall be brought to the attention of the next OH&SCIT meeting and all recommendations shall be acted on accordingly.
13. All attending members must sign the OH&SCIT Meeting Sheet prior to the meeting commencing.
14. The members of the OH&SCIT shall have the power to change/adapt this policy but it must be done in a democratic way and voted upon, it must be a unanimous vote for this policy to be changed/adapted.

Proprietor/Manager _____ .

Members _____

OH&SCIT Representative _____ .

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Date / / .

