

Insert Business name where any line \_\_\_\_\_ indicates

<p>Your Business Logo is inserted here</p>	<p><b>Document Title</b>  <b>INCIDENCE REPORTING</b>  <b>Policy and Procedure</b></p>	<p>Policy &amp; Procedure name here</p>
<p>Business Initial here</p>	<p><b>CE-PP-01</b></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&amp;L Safety Solutions</i></p>	<p>Review Date Authorised By</p>
<p>"PP" here</p>		

Business name inserted here

**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.**

Policy

**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 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.

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

Procedures


  

Business Name Here

Signatures and dates here

<p>_____</p> <p><b>Manager's Signature</b></p>	<p>_____</p> <p><b>Employees Name</b></p>
<p>_____</p> <p><b>Date Implemented</b></p>	<p>_____</p> <p><b>Employees Signature</b></p>



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	<b><u>Document Title</u></b> <b>FORKLIFTS</b> <b><u>Policy &amp; Procedure</u></b>	
	<u>Document Number</u> <b>- PP -</b>	DATE COMPLIED: / / REVIEW DATE: / / Authorised By: Compiled By: <i>B&amp;L Safety Solutions</i>

**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 forklift operators;**  
**In keeping with our policy and procedure for provision of safe equipment and safe work procedures, no employee shall operate any forklifts unless they possess a current Workcover permit, or, are totally supervised whilst operating a forklift.**  
**All employees are expected to observe the following procedures;**

**PROCEDURES:**

Any person operating a forklift must observe and adhere to the following:

- 1) Prior to using any forklift the operator is responsible in performing a safety checklist to ensure that the equipment is in good working condition;
- 2) To report any defects or damage to the machine to the supervisor;
- 3) Not to allow any person/s to ride on the forklift under any circumstances;
- 4) Follow all traffic conditions as laid out in the "traffic control" policy;
- 5) Maintain the speed limit both when loaded or not loaded;
- 6) Observe the unloading/loading of trucks policy;
- 7) Be aware of pedestrians in areas where both forklifts and pedestrians are required to work;
- 8) Avoid turning sharply when travelling at speed;
- 9) Avoid turning sharply on uneven slopes;
- 10) Always travel in reverse when carrying a load that inhibits forward vision;
- 11) Always travel with loads as close to the ground as possible;
- 12) Never to travel with forks extended in the raised position;
- 13) Ensure all loads are correctly balanced and secure when moving from one area to another;
- 14) Always keep the whole of the body within the protective cage of the forklift;
- 15) Report any "near misses or collisions"
- 16) Under no circumstance are you permitted to raise any person on a pallet or other platform, other than a registered work platform that meets with AS Standards;
- 17) Be aware of overhead power lines;
- 18) Be aware of low doorways, blind corners, confined spaces and un-even floors;
- 19) Always observe any safe work practice that applies to movement of any specific loads;
- 20) Seatbelts and relevant personal protective equipment must be worn at all times;
- 21) Take extreme caution in wet or slippery conditions.

Management.....

Operators.....

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DATE / /

