

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><b>DATE COMPLIED: 26/11/2004</b>  <b>REVIEW DATE: 26/11/2005</b>  <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.**

**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

Business Name Here

Procedures


Signatures and dates here

\_\_\_\_\_  
**Manager's Signature**

\_\_\_\_\_  
**Employees Name**

\_\_\_\_\_  
**Date Implemented**    /    /

\_\_\_\_\_  
**Employees Signature**



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

**POLICY:**

In Keeping with our policies on Safety Training and OH&S Safety within the Workplace, ..... and with the cooperation of ALL of it's employees shall be committed to this policy and Procedure, This Policy & Procedure shall be implemented and adhered to as of the above date:

**PROCEDURES:**

That all persons wishing to be employed by ..... must be inducted prior to commencing any kind of work whatsoever.

Induction shall be included in the OH&S Training Program (refer to OH&S Training Policy) and every employee must attend Induction every 12 months.

This Induction Manual shall cover all issues that are mentioned in OH&S Training Policy.

This Policy can be changed but only after said changes have been made on the recommendations of the OH&SCIT Safety Committee, or. By mutual agreement between the employer and employees providing that ALL persons attend a meeting especially held to implement/recommend change to this policy.

All employees shall be required to complete all sections of the Induction Manual, and sign off on each completed section.

No employee is permitted to perform or operate any machinery or plant if they have not completed ALL sections and signed off on ALL sections of the Induction Manual.

If at any time an employee provides the incorrect answer or changes the answer of any item under the Induction Manual, He/She shall;

- Repeat the Section of the Induction Manual again.
- Insert their initial at the end of the paragraph where they have changed their answer.
- Seek advice from the presenter of the Induction Manual or from their Supervisor if there are area's that the employee does not fully understand.

The Induction shall be carried out only on the provision that the area supplied by the employer is totally safe for the Presenter and all employees to complete the Induction.

If at any time it becomes clear or any person is aware of anything that may pose a threat to the Safety of any person present, then the Induction shall cease immediately and appropriate action taken to ensure the Safety of all people present.

If the Presenter deems an action or indication by any employee could result in the threat of an injury occurring he/she shall cease the Induction immediately and inform the employee of the possible result of their action.

**Proprietors Signature** \_\_\_\_\_

**Date** \_\_\_\_/\_\_\_\_/\_\_\_\_

