

Insert Business name where any line _____ indicates

<p>Your Business Logo is inserted here</p>	<p>Document Title INCIDENCE REPORTING Policy and Procedure</p>	<p>Policy & Procedure name here</p>
<p>Business Initial here</p>	<p>CE-PP-01</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&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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	<u>DOCUMENT TITLE</u> Hazard and Risk Policy and Procedure	
	<u>Document Number</u> <u>-PP-</u>	DATE COMPLIED: / / REVIEW DATE: / / <i>Authorised By:</i> <i>Compiled By: B&L Safety Solutions</i>

POLICY:, policy & procedure is totally endorsed by management.
 The object of this policy & procedure is for the control and management of any hazard or risk that may exist or does exist within the workplace and encompasses all tasks or duties performed by our employees, including the operation of machinery and plant.
 This policy is to demonstrate management’s commitment in consultation with all staff to ensure that our safety goal is obtainable, that goal being no injuries in the workplace for the 2006 year.
 That this policy shall be an integral part of our OHS audit of the OHS Management program/System for the provision of meeting the OHS commitment of

PROCEDURES:
 The following procedures shall be adhered to, to ensure that this policy is complied with by;

1. Managements commitment by reviewing annual resources to ensure that the conditions of the policy are met and shall include;
 - a) Competent staff with the appropriate skills to perform the process of controlling such hazards and risks, and ensure that OHS training is available for said staff;
 - b) A review of budget and resources allocation for the success of the hazard & risk management is to be reviewed in consultation with the OHS committee on an annual basis;
 - c) Accountability shall be designated to employees. and monthly reports on recommended controls of hazard & risk, including expenditure, shall be tabled at managements monthly review meetings which shall also include employee OHS committee evaluations and recommendations.
 - d) Monthly management personnel shall consist of all employees.
2. Designated employees shall also be accountable in ensuring that all hazards& risk identifications and evaluations are recorded in the correct priority system, reviewed and monitored and,
 - a) have the authority to address and implement controls of hazards or risks in the justified to highly justified zones, with a maximum costing of \$ for the control expenditure, which is to be justified at the management monthly meetings,
 - b) hazard or risk expenditures above the allocated amount shall immediately be brought to the attention of the manager.
 - c) show cause of any identified hazard or risk that exceeds its completion date, reasons of non-completion
3. Results of all hazard & risk evaluations including control results or issues that have been passed over shall be recorded and displayed for employees to have access to.
4. Supervisors shall encourage identification and control measures with employees of any hazard or risk prior to involving the OHS committee.
5. Supervisors are responsible in ensuring that all documents are completed as per their OHS responsibilities, such documents shall then be transferred to the Office manager and a copy supplied to the Factory manager and the notice board for employees access.
6. A copy of this policy is to be displayed where employees may have access, this is to be situated alongside documents stating the date of the next OHS committee meeting, in the event an employee has an issue to be raised for the attention of the OHS committee.

Managers Signature: _____ .

Date

