

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 Authorised By: Compiled By: B&L Safety Solutions</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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Occupational Health & Safety Policy

_____ is committed to the Health and Safety and in the continuing well being of all of its employees and all visitors and contractors who work, at or may visit our Plant:

TO ACHIEVE THIS _____ will endeavor to:

- a) Ensure that _____ is compliant with all Occupational Health and Safety legal requirements.
- b) Ensure that reasonable steps are taken in the providing of Safe Machinery and Safe Work Procedures in the operation of all machinery and equipment.
- c) Ensure that the workplace is a safe environment for all employees, visitors & contractors.
- d) Continue to monitor and address any hazards that may exist from time to time at the worksite.
- e) Encourage employees in the participation of eliminating Risks and hazards in the Workplace.
- f) Ensure consultation with our employees in the updating of information regarding Safe Work Standards, OH&S and legislation of the workplace, relating to the improvement of their health and safety at work.
- g) Implementation of a Safety Committee, OH&S Representative or other agreed arrangements involving both employees and employer in helping to decrease the risk of injury at the workplace.
- h) That all employees prior to commencing work at _____, attend it's Induction process and that OH&S training be made available for the advancement of all employees
- i) That a Material Safety Data Sheet/Register is implemented and available to our employees and visitors if so required.
- j) That all of our Policy and Procedures shall be monitored and updated every 12 months or as required.
- k) Implement our Policies and Procedures to be put into place regarding _____ and "Back to Work Program" for any injured worker.
- l) That NO EMPLOYEE shall operate any machinery or enter any restricted area; (power rooms, confined spaces etc) unless trained, inducted and deemed as COMPETENT, or as directed by their supervisor and under that supervisors, supervision to do so.
- m) _____ is committed in providing Equal Employment Opportunities under the Environmental Act.
- o) Shall maintain an ANTI DISCRIMINATION and a zero tolerance of harassment in the workplace.

and, that _____ is totally

COMMITMENT TO OCCUPATIONAL HEALTH AND SAFETY, and, IS PROUDLY ENDORSED BY MANAGEMENT, STAFF AND ALL EMPLOYEES:

MANAGERS SIGNATURE _____.

DATE: 20/ 07 /06

Review Date 20 / 12 /07

