

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>		

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>Manager's Signature _____</p> <p>Date Implemented / / _____</p>	<p>Employees Name _____</p> <p>Employees Signature _____</p>
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POLICY: recognises its most valued asset is it's employees and in keeping with our policy of providing a safe and harmonious work environment, and maintaining consultative arrangements with our employees this policy & procedure shall be implemented immediately to ensure that safety of all personnel:

PROCEDURE:

The following evacuation procedure is for all employees.

Supervisors shall be responsible in ensuring that all employees in their departments are aware of the emergency evacuation procedures.

On hearing the evacuation alarm, be aware there is a real or potential emergency in the building.

On hearing the alarm or on being instructed to evacuate by your Supervisor all employees should:

Prepare for an evacuation by putting away any important documents.

Obeys any directions given by fire wardens, police, ambulance or Rescue Squad in attendance.

Move calmly towards the nearest emergency exit - all emergency exits should be clearly marked.

Assist mobility impaired employees to the appropriate fire exit.

Do not use the lifts. *(if applicable)*

Follow the instructions of the supervisor or emergency personnel.

Exit the building in a calm and orderly, but quick fashion.

High heeled shoes should be removed before entering the fire stairs. *(if applicable)*

- Maintain one clear step between the person in front of you on the stairwell to prevent stumbling.
- In the event of dense smoke, hug the floor and in a crouched position move along the emergency routes as indicated towards the exits.
- When out of the building, move well clear of the building to avoid hindering those coming behind you and assemble at the designated Assembly areas.
- Proceed immediately to the designated assembly area which is displayed on the evacuation plans in the Office, Lunch rooms.
- If you are required to cross a public road to reach the assembly areas be very aware of emergency vehicles and passing traffic.
- Once at the Assembly areas designated Supervisors are to perform a head count of personnel and from the visitors book, if any person is not in attendance, supervisors are to notify the Emergency Person in charge immediately.
- Return to the building only when instructed by the by the Emergency Chief attending that it is safe to do so.

Management:

Date

