

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

<p>Your Business Logo is inserted here</p> <p>Business Initial here</p> <p>Policy and Procedure number here</p> <p>"PP" here</p> <p>Business name inserted here</p>	<p><b>Document Title</b>  <u><b>INCIDENT REPORTING</b></u>  <b>Policy and Procedure</b></p> <p><b>CE-PP-01</b></p> <p>DATE COMPLIED: 26/11/2004          REVIEW DATE: 26/11/2005          Authorised By:          Compiled By: B&amp;L Safety Solutions</p>	<p>Policy &amp; Procedure name here</p> <p>Date Document Drawn up</p> <p>Review Date Authorised By</p>	
<p><b><u>POLICY</u></b>  <b>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.</b></p> <p><b><u>PROCEDURE</u></b></p> <ol style="list-style-type: none"> <li>1. Under Section 341 of the Occupational and Safety Regulations <i>Notification of incidents—additional incidents to be notified:</i> <ol style="list-style-type: none"> <li>a) Injury to a person regardless of how minor, shall be registered in the Workplace Injury and Disease Register.</li> <li>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.</li> <li>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.</li> <li>d) That employees are aware of the regulation that Insurers MUST be notified of a significant injury within 48 hours of the injury occurring</li> </ol> </li> <li>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) <i>Non Disturbance of place and plant involved in serious incidents—additional serious incidents .</i> <ol style="list-style-type: none"> <li>a) Immediately after ensuring that the injured person has medical attention, or ( machinery has been isolated) shall notify Workcover of the incidence.</li> <li>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.</li> </ol> </li> <li>3. That records of all incidences shall be kept on file for a minimum of five (5) years,</li> </ol> <p>In addition to the above _____ shall:</p> <ol style="list-style-type: none"> <li>1. Keep all records in a completed and tidy manner in accordance with our procedures.</li> <li>2. That our incidence records are accessible at any time.</li> <li>3. We shall maintain our records as to the regulations required by Workcover and the NOHSC.</li> <li>4. That all incidences recorded are investigated thoroughly.</li> <li>5. We shall review our policy on incidents and accidents each year in accordance with our procedure.</li> <li>6. Maintain a First Aid Register for minor incidents (cuts and abrasions)</li> <li>7. Ensure all employees are aware of all record keeping procedures, and review this each year.</li> <li>8. Ensure that an investigation of all incidence's will be carried out and an evaluation of the incidence's shall be performed.</li> </ol> <p>This policy and Procedure is to be reviewed every 12 calendar months</p> <p>Signatures and dates here</p> <p>_____  <b>Managers Signature</b></p> <p>_____  <b>Employees Name</b></p> <p>_____  <b>Date Implemented</b>    /    /</p> <p>_____  <b>Employees Signature</b></p>			<p>Policy</p> <p>Procedures</p>



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

<p><b><u>POLICY</u></b></p> <p>..... is committed to the ongoing continuous safety program for the protection of the health and safety of all our employees.</p> <p>..... therefore has consulted with its employees in conjunction with B&amp;L-PP02 “Consultation Policy and Procedure” for the purpose of adopting the “Other Agreed Arrangements” under the OH&amp;S Regulation 2001 “Clause/Section 26”</p> <p>..... has also consulted with its employees in conjunction with B&amp;L-PP-02 “Consultation Policy and Procedure” and both have agreed to adopt the “Agreed Arrangement” as per Clause/Section 26 of the OH&amp;S Regulation 2001.</p>	
<p>..... <b>along with all of its employees have agreed that the following policies and procedures shall apply to the Agreed Arrangement in consultation between employer and employees, and:</b></p> <p><b><u>Consultation Mechanism:</u></b> That by an unanimous vote the employees and ..... have adopted the “Agreed Arrangements” in relation to consultation.</p> <p><b><u>Agenda for election:</u></b> That all employees be permitted to stand for election. The election shall be conducted in a democratic way.</p> <p style="padding-left: 40px;">That each member must have some knowledge on OH&amp;S issues, e.g. <b>EDUCATION: Training: a First Aid Holder etc.</b></p> <p><b><u>Agenda of Meetings and Minutes:</u></b> That there be a meeting called at least once a month, at such meetings all minutes and issues shall be recorded as per OH&amp;S regulation section 27.</p> <p><b><u>Selection Criteria of OH&amp;S Representative:</u></b> That the elected OH&amp;S representative shall be either, a <b>Leading Hand, or Supervisor, nominated by management and approved by the elected members of employee group.</b></p> <p><b><u>OH&amp;S Rep’s Role in the Workplace:</u></b></p> <ul style="list-style-type: none"> <li>a) To oversee all meetings,</li> <li>b) To record all issues, to implement measures to control any safety issues, to assist the members in relation to guiding them in any way that is helpful in obtaining the teams goals on safety issues:</li> <li>c) To report back to management on the issues raised and the teams recommendations for controlling those said issues;</li> <li>d) To be available during working hours if an employee has a safety issue that he would like to be made known at the next meeting.</li> </ul>	



**OH&S Rep's role in Workplace (con't):** e) If an identified "high" hazard or risk that is brought to the attention of the OH&S representative, he/she then has the power to call a meeting as soon as practicable to address and control such a "high" hazard or risk.

**Role of elected members:**

- a) The role of the elected members is to, along with a representative of the business, (supervisor) to meet once a month to raise any identified potential hazard or risk that may affect the health and safety of the employees of .....
- b) to adopt a risk and assessment method of addressing each risk or hazard that may affect the safety, health and welfare of all employees.
- c) to prioritise said risk assessments and address them accordingly
- e) it is the responsibility of the members to maintain a OH&S safety checklist, said OH&S safety checklist to be completed by the members on a rostered basis,
- f) that each OH&S checklist once completed shall be signed by the member and co-signed by the OH&S representative.
- g) that a member may request to attend any OH&S training that may assist in the member in upholding his responsibilities as a OH&S member.
- i) that any member has the right to resign from the team if they so wish to do so.
- j) that each 12 calendar month a new team be elected or the existing team can be re-elected at the final meeting of the previous 12 months.

**Agreed Arrangement name:** The agreed name has been voted on and agreed to by both the employees and employer, to call the OH&S team, the "OH&S \_\_\_\_\_." or the "OH&S \_\_\_\_"

**Numbers of team members elected:** If less than 20 employees, then the maximum numbers of members will be;

- a) a total number of 5 persons (not including the OH&S, Representative.
- b) that one person from each department shall be nominated or
- d) in the event of a small business with less than 6 persons, then all of those persons may be nominated and elected.
- e) The employer reserves the right to appoint the most suitable employee (if for any reason no employee stands for nomination or election) to be elected to represent the other employee's in relation to the OH&S \_\_\_\_.



**OH&S Training:**

The OH&S Representative must be available to attend a approved OH&S Training Course to hold this position, unless the person holds the equivalent certificates that would satisfy the OH&S and Workcover Regulations, Act.

**Disputed Issues:**

Under this “Agreed Arrangement” if a safety issue is unresolved or after the employer has had reasonable time to provide a suitable response in controlling the safety issue under question, to the OH&S\_\_\_, then with both parties agreeing,, they may request an inspector from workcover to intervene to try to resolve the disputed safety issue.

**OH&SCIT issues:**

That after each safety meeting the OH&S\_\_\_, nominated chairperson shall ensure that a written copy of the contents of said safety meeting and (if any controls are to be put into place) is to be displayed on the notice board for all employees to read. These documents shall be made accessible to all employees at all times. The original copy shall be filed in its own file in the managers office or a place nominated by the manager.

**Members contact details:**

All members on the OH&S\_\_\_ shall have their name, and phone number displayed at all First aid stations and evacuation stations in the event of any emergencies.

**GENERAL:**

A copy of this policy is to be given to all members who have been elected to the OH&S\_\_\_, including the OH&S Representative.  
All elected members of the OH&S\_\_\_, must sign this policy after they have been elected and read its contents  
A copy of this policy shall be displayed and remain on the notice board of the amenities room.

**Proprietor/Manager’s Signature:** \_\_\_\_\_.

**Date:**    /    /    .

**OH&S Representative’s Signature:** \_\_\_\_\_.

**OH&S , Members Signatures:** \_\_\_\_\_.

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