

Insert Business name where 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>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p>Document Title <u>INCIDENT REPORTING</u> <u>Policy and Procedure</u></p> </div> <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; padding: 5px; width: 40%;"> <p><u>CE-PP-01</u></p> </div> <div style="border: 1px solid black; padding: 5px; width: 55%;"> <p>DATE COMPLIED: 26/11/2004 REVIEW DATE: 26/11/2005 Authorised By: Compiled By: B&L Safety Solutions</p> </div> </div>	<p>Policy & Procedure name here</p> <p>Date Document Drawn up</p> <p>Review Date Authorised By</p>	
<p>Business Name Here</p>	<p><u>POLICY</u> 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.</p> <hr/> <p><u>PROCEDURE</u></p> <ol style="list-style-type: none"> 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"> 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) <i>Non Disturbance of place and plant involved in serious incidents—additional serious incidents .</i> <ol style="list-style-type: none"> 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, <p>In addition to the above shall:</p> <ol style="list-style-type: none"> 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. <p>This policy and Procedure is to be reviewed every 12 calendar months</p>		<p>Policy</p> <p>Procedures</p>
<p>Signatures and dates here</p>	<p>_____ Managers Signature</p> <p>_____ Date Implemented / /</p> <p>_____ Employees Name</p> <p>_____ Employees Signature</p>		



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

POLICY:

.....is committed to the Occupational Health & Safety of ALL our employees and to the prevention of illness and injury by providing a safe & healthy working environment as per the OHS Legislation.

.....is also committed to the rehabilitation of any employee injured in the course of their employment. The company aims to manage this process of rehabilitation in the workplace to ensure that all injured workers have the opportunity to recover and return to work by implementing the following procedures:

PROCEDURES:

- 1) By appointing a rehabilitation officer to work in consultation with:
 - a) all/any injured workers;
 - d) The Dr of the injured workers choice;
 - c) Workers Compensation Authority;
 - e) The relevant Insurance company involved with injured worker;
- 2) Ensuring early access to rehabilitation services, i.e.: accredited rehabilitation providers for all employees who may need them;
- 3) Provide suitable duties for an injured worker as an integral part of the rehabilitation program;
- 4) Informing workers of their rights in relation to a Workers Compensation claim including the choice of doctors and accredited rehabilitation providers;
- 5) Ensuring no dismissal within 6 months of injury, solely or principally because of that injury;
- 6) Ensuring that a return to work as soon as possible is a normal practice of P&J Panels Pty. Ltd;

REHABILITATION OFFICER:

The Nominated Rehabilitation Officer (*name of person*) _____ shall work closely with all injured workers immediately on notification of any injuries.

And shall be responsible for:

- a) Determine the injured worker's needs;
- b) Identify suitable duties for any injured workers;
- c) Co-ordinate and monitor return to work duties;
- d) Liaise with all parties including the Rehabilitation Provider where appropriate;
- e) Provide information and support to the injured worker;
- f) Maintain confidentiality at all times;

PROCEDURES: (con;t)

CONFIDENTIALITY:

The confidentiality of rehabilitation records and documents shall be held in the strictest of confidentiality and will only be supplied on a "need to know" basis;

If any Work related injury or illness occurs it must be reported to _____, the nature and time of the injury must also be logged in the "incidence Personal Injury log" ;

_____ will assist the injured worker in completing their Workers Compensation Forms:

- Explain rights, obligations, benefits and rehabilitation procedures to the injured worker:
- ensure that the injured worker is offered help of an accredited rehabilitation provider, who shall be given reasonable access to the workplace (the injured worker, in consultation with the employer, may select the Provider to be used):
- where appropriate, arrange a return to work plan on the advice of the treating Doctor, Provider and in consultation with such Doctors or Providers:
- shall identify suitable alternate duties, medical condition shall be considered at all times and shall be approved by the treating Dr and or Provider:

DISPUTES:

Any disputes that cannot be resolved through consultation shall be referred to the Workcover Authority as soon as practicable:

EMPLOYEES RESPONSIBILITIES:

Every worker shall:

- Take reasonable care, in the performance of work so as to prevent injuries to themselves and others in the workplace;
- Co-operate in changes to the workplace designed to assist in rehabilitation of fellow workers;
- Notify the employer of an injury as soon as possible;
- Co-operate in a reasonable manner towards returning the "Back to Work" process;

Participation of an injured worker is voluntary, but where an injured worker decides not to participate this action may result in reducing weekly benefits payable to the injured worker.

Management _____ ;

Designated Rehabilitation Officer _____ ;

Employee _____ ;

Date / / .

