

<p>Business Initial here</p> <p>Policy and Procedure number here</p> <p>"PP" here</p>	<p><i>Your Business Logo is inserted here</i></p> <p>Document Title <u>INCIDENT REPORTING</u> <u>Policy and Procedure</u></p> <p><u>CE-PP-01</u></p> <p>DATE COMPLIED: 26/11/2004 REVIEW DATE: 26/11/2005 Authorised By: Compiled By: B&L Safety Solutions</p>	<p>Policy & Procedure name here</p> <p>Date Document Drawn up</p> <p>Review Date Authorised By</p>
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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

Signatures and dates here

Managers Signature _____ **Employees Name** _____

Date Implemented ____ / ____ / ____ **Employees Signature** _____



	<u>DOCUMENT TITLE</u> <u>Occupational Health and Safety Policy</u> <u>Policy and Procedure</u>	
	OH&S <u>Document Number</u> <u>-PP-01</u>	DATE COMPLIED: / / REVIEW DATE: / / Authorised By: Compiled By: <i>B&L Safety Solutions</i>

POLICY

_____ is committed to the Occupational Health and Safety and welfare of ALL our employees, customers, visitors, contractors and all other persons who, either work or visit our premises from time to time by implementing this policy and procedure for providing a safe workplace and safe work practices;

_____ commitment to this policy is demonstrated by having in place the following procedures to ensure that safety.

PROCEDURES

_____ shall implement the following procedures to ensure our commitment to meeting our safety obligations by the;

- ▶ Provision of information on Health and Safety to all personnel
- ▶ Provision of information and training in areas where a risk to health and safety is identified
- ▶ Continuous identification of hazards in the workplace
- ▶ Consultation with our employees on matters relating to their health and safety
- ▶ Elimination and control of workplace hazards wherever practicable
- ▶ Encourage all staff and employees to identify and report on hazards, hazardous situations, hazardous substances and/or any other incidences that may pose a threat to health, safety and welfare.

EMPLOYEES are expected to:

- ▶ Take all reasonable care of their own, their co-workers, visitors and customers health and safety
- ▶ Co-operate with any action taken by _____ to comply with the requirements of health and safety legislation, and in the fulfilling of their commitment to this policy and procedure
- ▶ Record and report any injury sustained in the course of their employment.

_____ Occupational Health and Safety Policy and Procedure is endorsed by;

Proprietor/Manager _____ **Signature** _____

DATE / / _____ **Review Date** / / _____

