

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

<p>Your Business Logo is inserted here</p>	<p><b>Document Title</b>  <b>INCIDENCE REPORTING</b>  <b>Policy and Procedure</b></p>	<p>Policy &amp; Procedure name here</p>
<p>Business Initial here</p>	<p><b>CE-PP-01</b></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&amp;L Safety Solutions</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.**

**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 inserted here

Business Name Here


Signatures and dates here

\_\_\_\_\_  
**Manager's Signature**

\_\_\_\_\_  
**Employees Name**

\_\_\_\_\_  
**Date Implemented**    /    /

\_\_\_\_\_  
**Employees Signature**



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	<b><u>Document Title</u></b> <b>VISITOR SAFETY Policy &amp; Procedure</b>	
	<u>Document Number</u> <b>- PP -</b>	<b>DATE COMPLIED:</b> / / <b>REVIEW DATE:</b> / / <i>Authorised By:</i> <i>Compiled By: B&amp;L Safety Solutions</i>

**POLICY:** ..... is committed to the Occupational Health & Safety of ALL persons who either work at or visit our premises from time to time, and in ensuring that the level of safety is being met, this policy shall be implemented with the aim of meeting the company's goal of all persons visiting shall not be placed in any danger of the possibility of being injured.

**ALL VISITORS ARE TO READ OR BE GIVEN A COPY OF THIS POLICY, SIGNATURE IS REQUIRED.**

**PROCEDURE:**

The following procedures are to be observed when;

- a) Any person who visits the workplace, whether the office or factory must;
- b) Sign the visitors book, stating name, reason for visiting, time in & out, department they are visiting;
- c) Ensure they have the correct personal protective equipment on prior to leaving office;
- d) Are not to proceed past the office with-out being accompanied by a supervisor or designated person;  
*Such designated person is to accompany visitor/s at all times, visitor/s are not to be left on their own under any circumstances;*
- e) In the event of an emergency all visitors must follow supervisor or designated persons directions;
- f) Obey all traffic signs and directions, no visitor is permitted to enter any traffic or forklift area;
- g) No visitor is permitted to operate or ride on any machinery or equipment;
- h) Not to enter any area designated or signed as a "Hazardous Area"
- i) Observe the smoking policy at all times;
- j) Observe the company's Occupational Health and Safety policies at all times;
- k) Shall not disrupt any of the employees in the course of performing their duties, unless confirmation by management, in this event the meeting is to be held at the office or the amenities room;
- l) Shall not endanger any personnel or themselves by way of negligence by their actions:

Management:.....

Visitor:.....

DATE: / /

