

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>Document Title <u>INCIDENT REPORTING</u> Policy and Procedure</p> <p>CE-PP-01</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>	
<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> <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>Signatures and dates here</p> <p>_____ Managers Signature</p> <p>_____ Employees Name</p> <p>_____ Date Implemented / /</p> <p>_____ Employees Signature</p>			<p>Policy</p> <p>Procedures</p>



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

POLICY

_____ is committed to providing a safe and healthy work environment for all _____ employees. It is the policy of this company to make every reasonable effort to prevent accidents, protect employees from injury, and promote the health, safety, and welfare of all employees.

Management is currently seeking nominations from employees for representation on the _____ occupational health and safety committee.

The committee is a means by which management can consult with employees on occupational health and safety issues.

The Committee will be comprised of elected employee representatives, and representative/s from management. The Committee will meet approx monthly at this stage until a system is established, legislation requires that the committee meet at least once every three months, for approximately two hours or as time is designated by the OHS committee.

A committee member is elected for a two year term, but can resign from the committee for a valid reason.

People who are interested in being part of the Committee should put their name forward to Management by the end of the week or 7 days from receiving this letter.

Should the number of nominees exceed the number of positions available, an election will be held in which employees will vote for committee representatives.

Any employee cannot be held responsible or face legal prosecutions whilst acting as a member of the _____ **OHS Committee, providing that no injury is a direct result from personal negligence on the part of the committee member.**

Management
members

Employees interested as committee

DATE

