

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><b>Document Title</b> <b><u>INCIDENT REPORTING</u></b> <b><u>Policy and Procedure</u></b></p> </div> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="border: 1px solid black; padding: 5px; text-align: center;"> <p><b><u>CE-PP-01</u></b></p> </div> <div style="border: 1px solid black; padding: 5px;"> <p>DATE COMPLIED: 26/11/2004 REVIEW DATE: 26/11/2005 Authorised By: Compiled By: B&amp;L Safety Solutions</p> </div> </div>	<p>Policy &amp; Procedure name here</p> <p>Date Document Drawn up</p> <p>Review Date Authorised By</p>	
<p>Business Name Here</p>	<p><b><u>POLICY</u></b> In keeping with <b>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> <hr/> <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>Policy</p> <p>Procedures</p>
<p>Signatures and dates here</p>	<p>_____ <b>Managers Signature</b></p> <p>_____ <b>Date Implemented</b></p> <p>_____ <b>Employees Name</b></p> <p>_____ <b>Employees Signature</b></p>		



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

**POLICY**

.....’S policy provides a work environment which aims to ensure the health, safety, respect and productivity of all employees. The use of drugs and alcohol may impair an individual’s capacity to perform their job safely, efficiently and with the respect for work colleagues and customers. The use of such substances may result in the risk of injury or a threat to the well being of the impaired employee, other employees, and customers of the business as well as members of the public.

The company policy is that no employee is to commence work, or return to work while under the influence of alcohol or drugs. The purpose of this policy is to maintain a work environment that is free from the effects of drug and alcohol use. The consequence of breaching this policy may result in severe disciplinary action for repeat offenders which could lead to instant dismissal.

**PROCEDURES:**

**Company Vehicles:**

Company vehicles are not to be driven by anyone who is under the influence of alcohol or drugs.  
..... Will not accept liability for any damage to a company vehicle, injury to any person, or damage or injury to any third party, incurred while the driver of the company vehicle is in breach of this policy or of the law. All liabilities shall rest with the driver.

**Machinery:**

..... has an obligation to all employees under the NSW Occupational Health and Safety Act 2001 No: 648, to provide a safe and healthy work environment. To ensure a safe environment, no machinery is to be operated or used by anyone who is under the influence of alcohol or drugs.

**Employee’s “DUTY OF CARE”**

under current amendments to the OHS Act and Regulations 2001, employees and supervisors have more emphases in the manner of their duty of care and in the manner of maintaining their duty of care of placing not only themselves, but all other persons at the premises of work, to any degree of the possible threat or possible injury or threat of injury in due course of any actions performed by them whilst under the influence of alcohol or drugs.

**Prescription Drugs:**

If any employee is under Dr’s orders to take prescription drugs, then said employee/s must supply management a letter from the prescribing Doctor, this is to ascertain if the prescription has any detrimental side affects to the employee operating machinery or driving company vehicles.

**ASSISTANCE:**

shall provide assistance to any employee/s who may request assistance for the treatment of alcohol or drug abuse, this assistance shall be provided with the strictest of confidentiality with no third parties involved other than the persons involved in providing the required assistance.  
No employee/s shall be treated harshly, unfairly or unjustly nor shall any bias be directed to any employee by this policy.



**Drug and Alcohol Testing:**

To ensure the maintenance of this policy all employees may be subjected to drug and alcohol testing. Drug testing may be required where, by way of observation or other method, including information or other disclosure, an employee’s behaviour or work performance indicates the person is under the influence of drugs or alcohol.

The introduction of the drug and alcohol program is about altering behaviour and raising drug and alcohol awareness to a safer work environment. The program is not intended to create, nor operate to create a work environment which is harsh, unjust or unfair. However, due to the importance of ensuring safety in the workplace, employees who breach this drug and alcohol policy may be disciplined.

At all times the implementation of the drug and alcohol testing process, management and staff shall conduct themselves in a courteous manner towards employees and shall respect the employee’s rights. Any member of management who acts without reasonable cause, or who behaves over zealously in the implementation of these procedures shall be the subject to disciplinary action.

The method of investigation is as follows:

- An observation must be made, or information given that indicates the employee has behaved in a way which indicates a breach of this policy and/or which may put themselves and other employees at risk of their health and safety.
- The employee will be asked to explain their behaviour. If no reasonable or satisfactory response is given, the employee may be asked to undergo an examination at the Albury Base Hospital or a designated doctor by the company to ascertain whether they are under the influence of alcohol or drugs.
- The employee may also be requested to go home until the end of the day or shift.
- on the employee’s return to work and following receipt of the results of any tests, the employee will be interviewed by management. The employee may request to have a witness present at such interviews.
- Allegations may be made to the employee and the employee has the right to respond. Depending on the response further investigations may take place to assist the company determine the facts and/or appropriate disciplinary action to be taken?
- an employee who refuses to undergo testing of their health may find it difficult to provide evidence to disprove an allegation they have breached this policy.
- in the absence of medical evidence to disprove an allegation the company will make any decision it feels is reasonable and justified, given observation, witness statements and any other sources of evidence which are relevant to the investigation.

A general meeting between management and its employees may be convened to discuss the contents of this policy and for alterations to be included and/or omitted on the understanding that this policy shall be enforced and effective as of the date that this policy and procedure was authorised. All employees are required to read and sign this policy.

MANAGEMENTS SIGNATURE;

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DATE

EMPLOYEES SIGNATURES;

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