

Insert Business name where any line _____ indicates

<p>Your Business Logo is inserted here</p>	<p>Document Title INCIDENCE REPORTING Policy and Procedure</p>	<p>Policy & Procedure name here</p>
<p>Business Initial here</p>	<p>CE-PP-01</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 <i>Authorised By:</i> <i>Compiled By: B&L Safety Solutions</i></p>	<p>Review Date Authorised By</p>
<p>"PP" here</p>		

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 keep ing 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

Procedures


Signatures and dates here

Managers Signature

Employees Name

Date Implemented / /

Employees Signature



PH 02 60 29 7374
 MAIL 01 202 56 10

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

POLICY is committed to providing and maintaining Personal Protective Equipment (PPE) to protect the health and safety of all employees. The need for use will be determined through the risk management process. Appropriate PPE will be provided to control the risk for personnel. Instruction, training and induction for the correct use, maintenance and storage will be provided.

.....***will ensure:***

- PPE is issued to personnel in accordance with the requirements of their job.
- PPE is appropriate for the person and controls the risk for that person.
- Instruction, training and information is provided to employees required to wear PPE in its fit, use and maintenance.
- To seek professional advice, where necessary, to identify the most suitable types of PPE to be provided.
- PPE purchased is in compliance with all appropriate Australian Standards.
- Areas of known hazard that require PPE use is appropriately sign posted to warn all personnel.
- PPE provided is in a clean and hygienic condition.

To regularly review the effectiveness of the company's Personal Protective program. Managers/Supervisors Responsibilities:

- Undergo training to ensure they are competent in the proper selection, fit, use, cleaning and maintenance of PPE.
- Ensure PPE is worn by personnel during all job tasks which require such protection.

Provide appropriate instruction and training to personnel required to use PPE. Employees & Contractors Responsibilities:

- To wear PPE provided.
- Participate in training provided.
- To report any problems or defects to their Manager/Supervisor.

Authorised by:.....(CEO)
 date:.....



