

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.

Policy

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

Procedures

Business Name Here

Signatures and dates here

| | |
|--|--|
| <p>_____ Manager's Signature</p> | <p>_____ Employees Name</p> |
| <p>_____ Date Implemented</p> | <p>_____ Employees Signature</p> |



PH 02 60 29 7374
 Fax 02 60 29 7375

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

POLICY: recognises its most valued asset is it's employees and in keeping with our policy of providing a safe and harmonious work environment, and maintaining consultative arrangements with our employees this policy & procedure shall be implemented immediately to ensure that safety of all personnel:

First aid officers

All Supervisors are appointed first aid officers.

_____ . PH
_____ . PH

In the event of the above requiring assistance for an injured person all employees shall assist and aid as far as practicable

Use of first aid supplies

The first aid supplies may be used as required by employees in consultation with a designated first aid officer. All illnesses and injuries should be reported to the first aid officer if they involve using the first aid supplies or the first aid room.

Misuse of the supplies provided would be considered a breach of the policy and the employer's good will and may result in disciplinary action depending upon the severity of the misuse.

First aid supplies low

If it is noticed that the first aid supplies are low, this should be reported to a designated first aid officer so an order can be placed and supplies re-stocked.

Use of first aid room

The first aid room is to be kept locked at all times except when a sick employee is using the room. The first aid room is there to be used by employees of who are ill or injured. Of course if you know you are too ill or injured to work before you commence work then the best course is to take sick leave. However, if an employee becomes ill during the day then the room is available for that purpose. The designated first aid officer(s) keep keys to the first aid room. If you need to use the room then inform a first aid officer who can let you into the room and monitor your condition throughout the course of the day.

Workplace injuries

All injuries that occur in the workplace should be reported to one of the designated first aid officers. Treatment can then be provided if required and they can also maintain a database of injuries that have occurred to assist in strategy for managing workplace injuries. Refer to policy on occupational health and safety.

First aid officers - qualifications

All first aid officers of must hold suitable qualifications (e.g. St Johns ambulance first aid course).
..... is prepared to pay for employees to attend such courses if they are gaining the qualifications with the view to holding a position as a first aid officer within the organisation.

MANAGEMENT

DATE:

