

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 representees 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 Here

Procedures


Signatures and dates here

Manager's Signature

Employees Name

Date Implemented / /

Employees Signature



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<p><u>DOCUMENT TITLE</u></p> <p>OHS Machinery/Plant Lock-Down Policy and Procedure</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: <i>B&L Safety Solutions</i></p>

POLICY

In keeping with the standards ofcommitment in providing a safe Workplace and in keeping with our policy on the health and well being of our employees this policy shall, in conjunction with the consultation policy, be in effect immediately.

- (a) That all employees atshall comply to this policy.
- (b) That only Supervisors or employees directed by a supervisor, shall lock-out a defective machine or any plant requiring servicing or repair, prior to that servicing or repair being carried out.
- (c) Once the machinery/plant has been repaired, only the supervisor shall start the machinery/ plant as per the Safe Machinery/Plant Policy.

PROCEDURES

- 1.** If a machine or plant or any equipment that is used within the Workshop or on-site, is defective, or reported defective, or breaks down, or requires any form of maintenance, A Lock-Out Tag, or equivalent shall be obtained along with the lock & key from the LOCK –OUT Station only by the supervisor.
- 2.** The Supervisor shall observe Safe Machinery/Plant Policy in determining what work/repair is required and apply the appropriate Lock-Out Tag,
- 3.** On the Lock-Out tag the supervisor shall place his name and date in the area’s designated, he/she shall then apply the tag along with the lock onto the machine/plant, and once locked shall remove the key. The supervisor shall then sign and register the Lock-Out into the Lock-Out Register.
- 4.** Under no circumstances is the Lock-Out tag or its Lock be removed until all work has been completed Once the work has been completed the supervisor shall remove the Lock-out tag, note the date into the register and place the Lock-Out Tag with Lock back onto the Lock-Out Station.
- 5.** The machinery/plant shall be started observing Safe Machinery/Plant Policy
- 6.** If at any time any employee identifies a LOCK-OUT TAG applied to a machine WITHOUT a supervisors name on it, **DO NOT ATTEMPT TO START MACHINERY/PLANT.** Immediately notify your supervisor or the factory Manager.
- 7.** Any employee who removes a supervisors name from a LOCK-OUT TAG that is attached to a machine or plant shall face instant dismissal.

Managers Signature: _____

Date: ____/____/____

Review Date: ____/____/____



