

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 Authorised By: Compiled By: B&L Safety Solutions</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 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> Fire & Explosion, Extinguisher Policy <u>Policy and Procedure</u></p>	
<p>OH&S <u>Document Number</u> <u>-PP-</u></p>	<p>DATE COMPLIED: / / REVIEW DATE: / / <i>Authorised By:</i> <i>Compiled By: B&L Safety Solutions</i></p>

..... and all of it's employees have identified the risk's associated with the incorrect use of fire extinguisher's and that a injury would occur if used incorrectly. In the event that they are used should a fire erupt at Workplace. It is on this basis that the following Policy & procedure shall be enforced and observed at all times in the event of a fire:

That all employees shall be either trained or inducted on the IDENTIFICATION AND CORRECT USAGE of fire extinguishers.

That all staff/employees shall report any damage to any Fire Station and/or the extinguishers to management.

A Monthly Internal checklist to be completed on the condition of extinguishers.

In the event of extinguishers being used, the following procedure shall apply to ALL EMPLOYEES:

1. Select the correct extinguisher for the fire, Remove extinguisher from fire station and proceed towards the fire area.
2. Remove the Safety Pin, and depress the handle and test fire as per instructions on extinguisher Label.

Always approach fire with breeze or wind at your back,

Aim extinguisher at fire as per instructions, (*spray at base of fire: smother fire in a fanning motion: etc*)

Replace extinguisher at the Fire Station with an "Empty" Label attached, and record in incident register and inform management.

That all extinguishers shall be maintained as per the manufacturer's recommendations.

F.3 a. Fire Extinguisher Types:

There are five types of fire extinguishers in general use, Learn to know and identify the classes of extinguishers

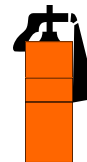
DRY POWDER.....RED / WHITE BAND

Dry Powder chemical extinguishers for oil, paint, petrol or any flammable liquid also electrical fires. (May be used as a Back up for Wood, Paper, and also Cooking Oils and Fats if used with CAUTION.)



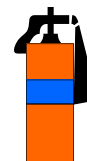
AIR/WATERPLAIN RED

Water extinguisher for general wood, paper or cotton fires only DO NOT use on electrical fires..



FOAM.....RED / BLUE BAND

Foam extinguishers for oil, paint, petrol, (May be used on inflammable liquid fires if used with Caution.) DO NOT use on electrical fires.



CARBON DIOXIDE (CO2).....RED / BLACK BAND

CO2 fire extinguishers suitable for combustible liquids, caution with cooking oils & fats. are especially suitable for electrical fires, But may be used on any fire with caution



WET CHEMICAL.....RED / YELLOW BAND

Extinguisher for general wood, paper or cotton fires. And also used on on Cooking Oils and Fats.



Managers Signature _____

Date Implemented _____

Employer Signature: _____

