

Insert Business name where any 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>	<p>Document Title <u>INCIDENT REPORTING</u> Policy and Procedure</p> <p>CE-PP-01</p> <p>DATE COMPLIED: 26/11/2004 REVIEW DATE: 26/11/2005 Authorised By: Compiled By: B&L Safety Solutions</p>	<p>Policy & Procedure name here</p> <p>Date Document Drawn up</p> <p>Review Date Authorised By</p>	
<p><u>POLICY</u> 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.</p> <p><u>PROCEDURE</u></p> <ol style="list-style-type: none"> 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"> 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) <i>Non Disturbance of place and plant involved in serious incidents—additional serious incidents .</i> <ol style="list-style-type: none"> 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, <p>In addition to the above _____ shall:</p> <ol style="list-style-type: none"> 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. <p>This policy and Procedure is to be reviewed every 12 calendar months</p>			<p>Policy</p> <p>Procedures</p>
<p>Business Name Here</p> <p>Signatures and dates here</p>	<p>_____ Managers Signature</p> <p>_____ Date Implemented / /</p> <p>_____ Employees Name</p> <p>_____ Employees Signature</p>		



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

OHS Responsibilities Policy

_____ is committed to the provision of a safe and healthy work environment for its employees, contractors and visitors.

Recognising the potential risks associated with work activities conducted at this workplace, _____ will take all practicable steps to identify, assess and control these risks to health and safety.

The company encourages all individuals to take responsibility for accident prevention and to working safely.

The General Manager has ultimate responsibility for the development, implementation and review of the occupational health and safety policy and programs. Such programs will be developed and implemented in consultation with employees. Adequate resources and support will also be provided for the successful implementation of the health and safety programs.

Managers, Office Manager and Supervisors who are responsible for the day to day operations of their area, have a key responsibility in ensuring the working environment is safe and without risks to health and safety which includes:

- Ensuring the premises, systems of work and the working environment are safe and without risks to health.
- Ensuring any plant or substance is safe and without risks to health when properly used.
- Providing information, instruction, training and supervision to employees, contractors and visitors.
- Providing adequate facilities to protect the welfare of all employees.
- Communicating and sharing occupational health and safety information with employees through agreed consultative mechanisms.
- Ensure relevant OHS Act and Regulations and codes of practices, (AS/NZS Standards where applicable) are observed and enforced.

All employees have a responsibility for working safely and adhering to *B&L Safety Solutions* health and safety procedures. All employees should encourage each other of the importance in creating and maintaining a safe working environment.

The successful implementation of this policy and the occupational health and safety programs requires continual commitment and cooperation from all team members.

Signed.....

