

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

Signatures and dates here

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



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

This Policy and Procedure is to be implemented by..... in that the business identifies the potential risk of injury to it’s employees, contractors, sub contractors and customers or any person, visiting and/or any of it’s sites by way of SLIPS, TRIPS and Falls:

The following Policy and procedure must be adhered to at all times by all employees at

The aim of this Policy and Procedure is to eliminate or minimise the risk of any slips, trip and falls.

That all employees must complete their induction on slips, trips and falls and that the induction must be signed by the employee upon completion.

Any slips, trips, and falls no matter how minor ***MUST*** be reported to management/supervisor, and also registered in the Workplace Injury and Disease Register.

A checklist shall be drawn up for; aisle ways, floors, entrance/exit to workshop, toilets and amenities room, storage area’s, office, all fire exits, loading bays, and any other area of the workshop and/or construction sites where employees or customers may work/visit.

That the checklist shall include; cleanliness of floors, work benches, , all/any obstacles, damaged or broken fixtures, water or moisture on floors, spilt goods, doors working smoothly, no obstacles near customers pathways within the shop or any exit door.

All employees shall remove all boxes/cartons, trolley's, tools, or any other item that may pose a risk after work is completed, and all empty boxes/cartons and trolley’s etc, shall be placed in their designated area’s. NO boxes/cartons or trolley’s etc are to be left unattended at any time.

The checklist is to be completed prior to the office opening for business each day or as soon as practicable, or as the Proprietor designates.

Once the checklist has been completed it shall be signed by the employee performing the checklist, It shall also be co-signed by the manager/supervisor, and filed in the office in the event of an audit.

Any part of the checklist that has a “x” or “no” beside any item, it shall be brought up at the next Safety meeting and a process shall be put into place to correct the problem.

The completion of the checklist can be done on a rotation basis, by doing this there is a high probability that nothing will be “missed” in the performance of filling in the checklist, there-by reducing the probability of a slip, trip or fall occurring.

The checklist is open for change by way of a general meeting with employer and employees.

This policy and procedure shall be reviewed prior to the review date each 12 calendar months.

Managers Signature:

Date Implemented: / /

