

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

Managers Signature

Employees Name

Date Implemented / /

Employees Signature



PH 02 60 29 7374
 Fax 02 60 29 7375

<p><u>DOCUMENT TITLE</u></p> <p>OHS Continuos Improvement 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: B&L Safety Solutions</p>

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 therefore the business shall adopt a continous improvement policy to monitor the status of our OHS program.

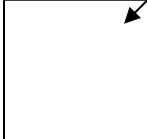
..... along with all of its staff and employees shall implement this policy and shall include the following 5 stages of procedures (*sections 1 to 5 must accompany this policy*) with the intention of minimising or eliminating any risks and hazards to all personnel.

- a) This Policy and Procedure is for the OH&S Continual Improvement plan which shall be completed by a nominated staff member or a person nominated by the OH&S Committee.
- b) The OH&S Committee shall select a topic to be addressed from any of the Improvement documents and in consultation with management and employees shall endeavour to complete at a minimum at least ONE segment each 6 months if practicable.
- c) That the completed Safety Checklist shall be addressed by the OH&S COMMITTEE and Management or a Representative of Management.
- e) Any risk or hazard issues shall be identified and assessed and given a date to implement the change required to the rectify the issue at stake.
- f) The OH&S Committee shall nominate a person to implement/put into place any new changes to any issues raised from the OH&S Improvement Plan and that person is responsible for ensuring that it is in place within the required time or date that is set by the OH&S Committee.
- g) This OH&S Safety Checklist does not take the place of any other checklist that are required by the Act, Legislation or Regulation, or any checklists that has in place.
- h) The OH&S Committee is/shall be responsible in conjunction with Management or a Representative of Management to oversee and ensure that any/all changes are done/completed within the guidelines of policy and procedures and also as per the Occupational Health and Safety Regulations 200.
- i) This Policy and Procedure is to be reviewed every 12 months.

Manager/Proprietor's Signature _____
 Date: _____ / _____ / _____
 Revision Date: _____ / _____ / _____



business name or logo

	<p><u>OHS CONTINUOUS IMPROVEMENT PLAN</u></p> <p>COMPLETED BY.....</p> <p style="text-align: right;">Date: / /</p> <p style="text-align: right;"><i>compiled by B&L Safety Solutions</i></p>
---	---

1.00 POLICY, ORGANISATION and PROGRAM MANAGEMENT

unit no:	Key Element Title	Satisfactory		Issue	Addressed by	Nominated Date	Completion Date	Finalised or other issues
		YES	No					
1.01	OHS Policy							
1.02	OHS Program							
1.03	OHS Program Control Measures							
1.04	OHS Implementation, Coordination							
1.05	OHS Health Management							
1.06	Employee Involvement and Workplace Consultation							
1.07	OHS Training & Development							
1.08	OHS Equipment & Facilities							
1.09	Recruitment & Termination Procedures							
1.10	Information Resources							
1.11								
1.12								



business name or logo

<div style="border: 1px solid black; width: 80px; height: 60px; margin-bottom: 5px;"></div> <div style="font-size: 20px; margin-left: 5px;">↙</div>	<p><u>OHS CONTINUOUS IMPROVEMENT PLAN</u></p> <p>COMPLETED BY.....</p> <p style="text-align: right;">Date: / /</p> <p style="text-align: right;"><i>compiled by B&L Safety Solutions</i></p>
---	---

2.00 MANAGEMENT OF HEALTH & SAFETY RISKS

unit no:	Key Element Title	Satisfactory		Issue	Addressed by	Nominated Date	Completion Date	Finalised or other issues
		YES	No					
2.01	Risk Management Process							
2.02	Physical Risk Survey							
2.03	Employee Health Assessment							
2.04	Risk Documentation & Evaluation							
2.05	Risk Control/Development of S.W.P.'s							
2.06	Standard Work Procedures Review							
2.07	Risk Control by Inspection & Maintenance							
2.08	Incident Reporting & Investigation							
2.09	OHS Standards for new/Mod, Plant/Equipment							
2.10	Contractor OHS Procedures							
2.11	Post Injury Management & Rehabilitation							
2.12	OHS Training Employees							



business name or logo

<div style="border: 1px solid black; width: 80px; height: 60px; margin: 0 auto;"></div>	<p><u>OHS CONTINUOUS IMPROVEMENT PLAN</u></p> <p>COMPLETED BY.....</p> <p style="text-align: right;">Date: / /</p> <p style="text-align: right;"><i>compiled by B&L Safety Solutions</i></p>
<p>3.00 CONTROL of SPECIFIC WORK RISKS</p>	

unit no:	Key Element Title	Satisfactory		Issue	Addressed by	Nominated Date	Completion Date	Finalised or other issues
		YES	No					
3.01	Physical Ergonomics							
3.02	Office Hazards							
3.03	Machinery & Tools/Plant							
3.04	Vehicle & Mobile Plant, Equipment							
3.05	Pressure Hazards							
3.06	Gravitational Hazards							
3.07	Electrical Hazards							
3.08	Electromagnetic Fields & Radiation							
3.09	Thermal Hazards							
3.10	Hazardous Substances							
3.11	Material Safety Data Records							
3.12								



business name or logo

<div style="border: 1px solid black; width: 80%; height: 60%; margin: 5px;"></div>	<p><u>OHS CONTINUOUS IMPROVEMENT PLAN</u></p> <p>COMPLETED BY.....</p> <p style="text-align: right;">Date: / /</p> <p style="text-align: right;"><i>compiled by B&L Safety Solutions</i></p>
--	---

4.00 WORKING ENVIRONMENT

unit no:	Key Element Title	Satisfactory		Issue	Addressed by	Nominated Date	Completion Date	Finalised or other issues
		YES	No					
4.01	Building, Structure & Fences, Car-parks							
4.02	Notices & Signs							
4.03	Labelling: Colour coding Plant & High pressure pipes							
4.04	Employees Amenities & Personal Hygiene							
4.05	Traffic Management							
4.06	Housekeeping							
4.07	Personal Protective Equipment Management							
4.08	Pollution Risk Control							
4.09	Waste Management							
4.10	Occupational Hygiene Management							
4.11								
4.12								



business name or logo

<div style="border: 1px solid black; width: 80%; height: 80%; margin: 5px;"></div>	<p><u>OHS CONTINUOUS IMPROVEMENT PLAN</u></p> <p>COMPLETED BY.....</p> <p style="text-align: right;">Date: / /</p> <p style="text-align: right;"><i>compiled by B&L Safety Solutions</i></p>
--	---

5.00 EMERGENCY PREPAREDNESS & MANAGEMENT

unit no:	Key Element Title	Satisfactory		Issue	Addressed by	Nominated Date	Completion Date	Finalised or other issues
		YES	No					
5.01	Generic Controls & Nominated Emergencies							
5.02	Medical Emergencies							
5.03	Fire & Explosion Emergencies							
5.04	Hazardous Substances Emergencies							
5.05	Terrorist or Personal Threat Emergencies							
5.06	Protection of Vital Records							
5.07	Security Emergencies. (armed robbery)							
5.08								
5.09								
5.10								
5.11								
5.12								

