

**Insert Business name where any line \_\_\_\_\_ indicates**

<p><i>Your Business Logo is inserted here</i></p>	<p><b>Document Title</b>  <b><u>INCIDENT REPORTING</u></b>  <b><u>Policy and Procedure</u></b></p>
<p>Business Initial here</p>	<p><b><u>CE-PP-01</u></b></p>
<p>Policy and Procedure number here</p>	<p>DATE COMPLIED: 26/11/2004  REVIEW DATE: 26/11/2005  <i>Authorised By: B&amp;L Safety Solutions</i></p>
<p>“PP” here</p>	<p>Date Document Drawn up</p> <p>Review Date Authorised By</p>

**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.**

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**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

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Signatures and dates here

**Managers Signature** \_\_\_\_\_ **Employees Name** \_\_\_\_\_

**Date Implemented** \_\_\_\_ / \_\_\_\_ / \_\_\_\_ **Employees Signature** \_\_\_\_\_



	<p><b><u>DOCUMENT TITLE</u></b>  <b>Safe Work Method for Plant  Policy and Procedure</b></p>
<p>OH&amp;S Document Number  <b><u>-PP-</u></b></p>	<p>DATE COMPLIED: / /  REVIEW DATE: / /  <i>Authorised By:</i>  <i>Compiled By: B&amp;L Safety Solutions</i></p>

**This Policy and Procedure for Safe Plant 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 .....**

**SAFE WORK and LOCK-OUT PROCEDURE**

<b>Document No</b> -- SWM-01	<b>Document Title:</b> LOCKOUT PROCEDURE for MACHINERY.	<b>Issue date</b> .../.../....	<b>Review date:</b> .../.../....
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	TASK	HAZARDS	CONTROLS		Assessment
1	Determine which machine/s needs to be shut down	Movement of machinery from other source	Identify all linked machinery. Supervisor only to shut down	√	X
2	Stop identified machinery, apply padlocks & Lockout tags	Machine starting up, Isolate power	All persons working on machinery, apply their locks & tags		
3	Ensure machinery has come to a complete stop.	Contact with moving parts may result in injury	Visual and audio checks that all moving parts have stopped.		
4	Unlock machine guarding and confirm work required.	Machine guards falling may lead to personal injury	Engage all supplied restraints, e.g., Guard catches/latches. Shaft Locks.		
5	Perform required tasks	Manual movement of machine parts, e.g. Stored electrical, air, hydraulic oil, mechanical pressure.	Manual movement of machine parts to be performed by ONE person ONLY, when all other persons are clear of machine.		
6	Lock up and secure guarding	Equipment, Tools, materials, and waste left in machines.	Remove all equipment, tools, and waste from machines prior to closing guards.		
7	Remove locks and tags	Locks & tags are unsigned and left on machines.	Sign off in record book that you have your lock & tag		
8	Leave stop button in the "down/stop" position	Incorrect start up procedure	Qualified operator ONLY allowed re-starting machine		
9	Re start machine as per correct start up procedure	Machine starting with staff unaware of start up	Sound warning prior to start up, or alert other staff of start		

**Managers Signature:** \_\_\_\_\_

**Date:**                    \_\_\_\_ / \_\_\_\_ / \_\_\_\_.



**OCCUPATIONAL HEALTH and SAFETY**  
**DOCUMENT TO ACCOMPANY ISOLATION/TAG POLICY**

**A Copy of this document is to be kept in the Lock-Out Station and MUST be completed and signed by the person performing the Isolation/Lock-Out**

**THESE ISOLATION/TAG PROCEDURES MUST BE READ IN CONJUNCTION WITH B&L-PP-31**

Isolating or tagging out is an effective way of preventing machinery, plant or equipment becoming operational during activities such as maintenance, installation, inspection, testing or cleaning.

Two systems apply when isolating or tagging out machinery.

That is “DANGER” tags and “OUT OF SERVICE” tags.

**Personal “Danger” Tags**

Personal “DANGER” tags are attached to isolation devices to signify that persons are currently engaged in work on the machinery.

Personal “DANGER” tags should always be fixed to isolation devices that are locked in the “OFF” or “SAFE” position.

Prior to commencing work in, on or about any machinery, which could cause injury, it is essential to:

ensure that all relevant energy sources (\* including stored energy sources) have been switched off and that all necessary safeguards are in place for control of stored energy sources;

attach the personal “DANGER” tag correctly and clearly;

attach the personal “DANGER” tag to each isolation device so that it is clearly visible;

verify that the isolation is effective;

always remove the personal “DANGER” tag after completion of the work or prior to leaving work at the end of a shift; and replace the personal “DANGER” tag with an “OUT OF SERVICE” tag if work is incomplete.

Note: Stored energy sources may include charged springs, sudden release of pressure, unexpected motion, fuming, heat, radiation and chemicals.

**NEVER** allow another person to place or remove a personal “DANGER” tag on your behalf.

**NEVER** place or remove a personal “DANGER” tag for some one else.

**NEVER** use, switch on, manipulate or interfere with machinery, plant or equipment that has a personal “DANGER” tag attached.

**“Out Of Service” Tags**

Machinery, plant or equipment, which is not to be used, should be identified with an “OUT OF SERVICE” tag.

“OUT OF SERVICE” tags should be attached and removed only by authorised persons who have specific knowledge of the operation of the item of plant, machinery or equipment.

Only in an emergency situation, and only when it is apparent that the continued use of the equipment, plant or machinery could be dangerous, should another person attach an “OUT OF SERVICE” tag.

“OUT OF SERVICE” tags should always be fixed to isolation devices when these devices are in the “OFF” or “SAFE” position.

“OUT OF SERVICE” tags should always be fixed to the energy source when it is in the “OFF” or “SAFE” position.

**Prior to attaching an “OUT OF SERVICE” tag:**

ensure that all required details are filled out clearly and legibly in the spaces provided. Emphasis should be placed on the reason for placing the tag; and

“OUT OF SERVICE” tags should be securely attached to the isolation point and clearly visible.

**ONLY authorised persons are to remove an “OUT OF SERVICE” tag.**

**NEVER** use plant, machinery or equipment with an “OUT OF SERVICE” tag attached.

**NEVER** use an “OUT OF SERVICE” tag in place of a “PERSONAL DANGER” tag.



**REMEMBER TO:**

- ◆ switch off;
- ◆ isolate circuits;
- ◆ fix appropriate tags; and test that the electricity supply is isolated

**Isolation/Tag Out**

Before you start work:

- ◆ plan and discuss the job;
- ◆ ensure that you clearly understand any instructions given;
- ◆ confirm permission to isolate (use a permit system if relevant);
- ◆ isolate the electrical equipment, plant, machinery or circuit;
- ◆ fit a personal “Danger” tag;
- ◆ erect safety barriers if required;
- ◆ ensure that all tools are properly insulated;
- ◆ do not work on “live” equipment; and start work only when authorised to do so

**IF IN DOUBT, ASK THE SUPERVISOR**

**When working:**

- ◆ use safety observers if required (e.g. working in a confined space);
- ◆ never rely on your memory - if in doubt always check you have followed procedures; and check that isolation/lock out/tag out system is in place before resuming work after any break.

**On completion of work:**

- ◆ check that no tools are left on or in the job;
- ◆ check the work is complete and the equipment is reconnected to power source;
- ◆ notify all relevant personnel that the equipment is to be connected or energised;
- ◆ have authorised persons sign off work permits (if relevant);
- ◆ Remove your name, date & signature from Isolation/Lock-Out tag prior to replacing tags in Lock-Out Box
- ◆ Remove “Personal Danger” tags; and remove barriers and store them correctly in the Lock-Out Box and complete the Isolation/Lock-out Register.

Person completing Isolation/Lock-Out

Name: \_\_\_\_\_

Signature \_\_\_\_\_

Date



