

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 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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	<u>Document Title</u> <u>Breakdown & Recovery of Plant/Equipment</u> <u>Policy & Procedure</u>	
	Document Number <u>- PP-</u>	DATE COMPLIED: / / REVIEW DATE: / / Authorised By: Compiled By: <i>B&L Safety Solutions</i>

POLICY

In keeping with our commitment to Occupational Health & Safety this Policy and Procedure shall be effective as of the Policy's compilation date shown.

It is Policy to implement the following Procedures to ensure the safety of our employees by complying with the following Procedures

PROCEDURES

THESE PROCEDURES ARE TO BE ADHERED TO IN THE EVENT OF A BREAKDOWN SERVICE CALL, THIS APPLIES TO:

Roadside breakdowns where work is required on machinery;
Roadside breakdowns where recovery procedures of machinery is required.

1. In the event of a roadside breakdown and service of machinery is to be performed the employee/s are to observe the following procedures
 - a) Employee/s are to sign out when leaving the shop and also on return, noting:
 - : destination
 - : time departing and return to workshop
 - b) Ensure that all emergency lights, witches hats and other emergency equipment is in proper condition and in the service vehicle;
 - c) No employee/s are permitted to operate any service vehicle or machinery with-out the correct licence:
 - d) Ensure that the operator of the machinery being repaired/recovered are at a safe distance from machinery being repaired/recovered and from passing traffic:
 - e) If roadside work is to be performed, place witches hats no less than 3 metres in front and rear of machinery being repaired/recovered:
 - f) Ensure key is removed from machinery being repaired to avoid accidental start-up by other persons:

2. In the event of recovery of machinery involving use of the company's trailer employee/s must;
 - a) At no time is the weight factor of the trailer be exceeded or overloaded:
 - b) If loading trailer, ensure that the coupling, loading ramps, trailer lights and tie-down equipment is in good condition:
 - c) Equipment is to be loaded onto trailer as per machinery manufacturer's instructions.

3. All employees who are requires to attend to roadside or breakdowns are required to read and sign this policy and procedure.

MANAGERS SIGNATURE

EMPLOYEE/S SIGNATURE

