

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 Authorised By: Compiled By: B&L Safety Solutions</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 keep ing 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


Signatures and dates here

Managers Signature

Employees Name

Date Implemented / /

Employees Signature



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

POLICY: is committed to the Occupational Health & Safety of ALL persons who either work at or visit our premises from time to time, and in ensuring that the level of safety is being met, this policy shall;

- a) Ensure all OH&S responsibilities are being complied with.
- b) Ensure that only competent persons have that OH&S responsibility.
- c) Implement the following procedures to show the level of commitment to this OH&S policy and procedures by signatures of designated persons.
- d) Ensure that all persons designated with responsibilities are supplied with a copy of this policy.
- e) Ensure all OHS documents are kept up to date, duplicated and filed in the correct method including a secured back up of OHS documents is maintained.
- f) Ensure that our OHS program/is constantly maintained and reviewed

Proprietor OHS Responsibilities:

- ❑ Approve in writing the OHS policy & procedures including the implementation of our OHSMS.
- ❑ Review OHS performance and compliance.
- ❑ Review serious accidents and/or incidents.
- ❑ Ensure the provision of all relevant OHS information and material is available for all employees and visitors.
- ❑ Ensure resources are available for OHS training for advancement of employees.
- ❑ Ensure consultation is in place prior to purchases or changes within the workplace.
- ❑ Participate in OHS safety committee meetings in an advisory and communication capacity if so invited by the committee.

Factory manager OHS Responsibilities:

- ❑ Ensure the development and maintain all policy & procedures.
- ❑ Monitor OHS performance within area of responsibility.
- ❑ Review OHS related reports and any OHS training requirements.
- ❑ Initiate OHS improvements through participation of formal and informal discussions, workplace hazard inspections.
- ❑ Facilitate rehabilitation of injured or ill employees.
- ❑ Review all procedures on new purchases or task alterations.
- ❑ Ensure the ongoing monitoring of the health of employees.
- ❑ Ensure all employees, contractors and visitors are inducted and receive regular training in OHS as required.
- ❑ Ensure that all injuries and incidents are reported directly to Factory manager and the correct sequence of actions observed.

Supervisor OHS Responsibilities:

- ❑ Ensure that correct documents for hazard & risk are constantly monitored.
- ❑ Foster harmonious consultation between management and employees through internal OHS meetings and formal discussions.
- ❑ Encourage the participation of all employees in the hazard & risk management.
- ❑ Ensure all visitors are accompanied by either the factory manager or supervisor whilst in the workplace.
- ❑ Responsible for monitoring that safe work methods are being adhered to including encouragement of participation of employees completing safety checklist on a regular basis and that hazard & risk records are current.
- ❑ Ensure MDS data and materials are in accordance with the appropriate Act or Regulations.
- ❑ Assist the factory manager in the induction of all personnel is reviewed and conducted as per policy & procedure.
- ❑ Monitor all plant & equipment is in a safe and operational condition.
- ❑ Responsible as the first point of contact in disputes for employees concerns, including disciplinary procedures.
- ❑ Ensure new employees are familiar with the workplace immediately after induction process is completed.

Office Manager OHS Responsibilities:

- Ensure all visitors, contractors or customers sign the visitors register and are supplied with appropriate personal protective equipment and accompanied by the factory manager or supervisor prior to entering the workplace
- Ensure that all OHS documents have been copied for security purposes, also ensure that employees OHS documents are current & up dated.
- Ensure a CD-Rom back-up of all files are completed every month
- That all OHS documents have been reviewed one week prior to review date
- Copies of OHS minutes are copied for each dept, and employees notice board
- Ensure OHS documents are correctly worded and ready for manager to sign
- Any “high” risk OHS documents are drawn up immediately and brought to the attention of the manager

Employees OHS Responsibilities:

- To ensure that all OHS policy & procedures are adhered to regarding Safe Work Methods.
- Not to endanger themselves , co-worker or other personnel by their actions or non-actions.
- To report any potential hazard regardless of how minor to their supervisor.
- Ensure that all incidents, near misses or any form of injury is reported to their supervisor.
- Foster a harmonious working environment with co-workers and management.
- Not to operate machinery or plant unless trained or licensed to operate such equipment.
- Immediately follow any emergency evacuation as directed by either emergency personnel or their supervisor.
- Report any faults or safety issues regarding moving machinery or plant immediately to factory manager or supervisor.
- Provide assistance to injured persons at all times.
- Assist management in achieving the safety goal of a “no injury this year”
- Full corporation in the completion of safety checklist within the given time frame
- Obey all safety signs displayed throughout the workplace and any safe directive given by the supervisor.
- Observe the wearing of personal protective equipment at all times.
- Assist in the maintaining and development in our on-going Safety Program.

Managers Signature: _____

Employee’s Signature

Factory Managers Signature: _____

Supervisors Signature _____

