

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>	
	Plant/Machinery Maintenance Policy and Procedure	
	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>

POLICY: This policy and procedure shall be adhered to for the provision of providing safe equipment and machinery including plant and vehicles to ensure that employees are safe in the operation of such equipment, machinery, plant and vehicles.

Designated personnel shall be held accountable for failure in their duty of care or negligence in observing this policy & procedures

PROCEDURES:

Both Supervisors and employees shall ensure that safety checks are completed on all plant, equipment, machinery and vehicles within the designated time frames (including load shifting equipment) to ensure all equipment and plant is in the best possible condition:

- Maintenance and repair of plant will be in accordance with procedures recommended by the designer, manufacturer or supplier (or a competent person)
- Any faults, missing or loose guards, altered safety switches etc shall be reported immediately to the supervisor.
- The necessary facilities or systems of work will be provided for the safety of maintenance personnel
- A competent person will assess and provide advice on damaged plant, and will repair, inspect and test the work, if such repairs cannot be completed immediately then an “isolation tag or Lock-out tag” shall be placed on the equipment/machinery.
- All personnel performing maintenance will follow safe work practices.
- During maintenance, cleaning and repair, plant will be stopped and isolated and devices, controls or safe systems of work used to safeguard maintenance personnel.
- Records of all maintenance conducted are to be kept on file.
- All staff will report faulty or damaged equipment on the Hazard Report Form.
- All faults regardless of how minor shall be entered into the incidence register and shall be brought to the attention of the next Safety Meeting.

The Senior Management and Supervisors will discuss commonly occurring equipment and machinery faults as part of the on-going maintenance program.

Senior Management:

Date:

