

This policy sets out conditions applicable to Accident and Incident

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Example content:

Purpose and Context

The [insert name of Company] aims to promote the timely reporting and investigation of all accidents and incidents and to ensure legislative compliance. The aim of this policy is to ensure that all staff are aware of their responsibility in relation to accident/ injury/ incident/ hazard reporting.

Definitions

The following definitions apply for the purpose of this policy:

[Redacted definitions]

Policy Statement

The [insert name of Company] requires that an Hazard Incident & Injury Report Form be completed in regard to all accidents/incidents that occur in areas under the control of the Company. This form should be completed and recorded onto the Business Savvy website within 48 hours of the occurrence of the accident/incident.

[Redacted policy statement details]

Accountability

Employees

Employees must:

- a) Report all accidents/injuries/incidents/hazards to their direct supervisor and/or Manager.
- b) Ensure the completion of the Hazard Incident & Injury Report Form.

Direct Supervisors

Direct Supervisor must:

- a) Investigate all reported accidents/injuries/incidents/hazards
- b) Ensure corrective action is taken to prevent recurrence
- c) Fill in all appropriate documentation be given to the OHS Office or Co-ordinator

Occupation Health and Safety Coordinator

Occupational Health and Safety Coordinator must:

- a) Review all accident/injury/incident/hazard report forms
- b) Ensure completion of accident/injury/incident/hazard report forms in a timely fashion
- c) Provide feedback, advice and support to direct supervisors
- d) Provide guidance and assistance to direct supervisors to prevent a recurrence of the same or similar accident/injury/incident/hazard
- e) Monitor the investigation process and control strategies implemented
- f) Ensure timely notification to WorkCover Authority as required

Section 4 - Procedures

Scope

This procedure covers the requirements associated with the investigation of accidents/ injuries/ incidents and hazards, including fatalities, injuries, occupational illnesses, loss of containment, environmental non-compliance (with licence), public complaints and legal claims. This includes events which actually caused or could have caused any of the above. The procedure covers - immediate action, investigation, classification and any corrective action.

The established Accident/Injury/Incident/Hazard Reporting System is to be used by staff, contractors, or visitors who identify a hazard, are injured or become ill in connection with their work at or visit to the Company.

Objective

- a) To ensure all incidents and accidents are properly investigated
- b) To ensure corrective action is taken to prevent re-occurrence and reduce the risk potential of the working environment

- c) To identify hazards in the workplace

Immediate Action

In the event of an accident/injury/incident/hazard staff shall, where it is safe to do so, take appropriate immediate action to minimise the risk of further injury or damage (for example, first aid, fire fighting, contain spills, contact emergency services).

Reporting

Reporting of accidents/injuries/incidents/hazards is essential for the identification of hazards in the workplace.

Incidents with the potential for injury or damage (near accident) should also be reported. The person directly involved in the accident/injury/incident or hazard or, if unable, another person (staff member, worker) shall complete the Hazard Incident & Injury Report Form. This form should be completed and forwarded to the OHS Office or Co-ordinator within 48 hours of the occurrence of the accident/incident.

Serious accidents/injuries/incidents and hazards must be immediately reported to the Occupational Health Safety Co-ordinator. This will include any accidents or incidents, which are WorkCover reportable (refer Incident Reporting to WorkCover).

Any accident/injury/incident or hazard involving actual or alleged discrimination/harassment must be reported to your Manager to ensure that these claims are assessed in relation to the Anti-Discrimination legislation.

In addition, the responsible line manager or the Occupational Health and Safety Coordinator, has the authority to suspend work in the area where the accident/ injury/ incident/ hazard has occurred, or to suspend similar work, until the investigation has been completed and/or corrective action taken, if there is a risk of a similar accident/ injury/ incident/ hazard occurring.

Reporting to the relevant WorkCover / WorkSafe authority (Statutory Reporting)

Please refer to the documentation on Incident Reporting to WorkCover / WorkSafe Authority

It is the responsibility of the immediate manager to ensure completion of:

- a) The Hazard Incident & Injury Report Form
- b) Any relevant Workers Compensation documentation within 24 hours of any accident/injury or incident
- c) The relevant WorkCover Accident Report Form, in consultation with the Occupational Health and Safety Coordinator.

Accident/Injury/Incident/Hazard Investigation

All accidents/injuries/incidents and hazards shall be investigated in accordance with the guidelines in the Hazard Incident & Injury Report Form.

During the investigation, an analysis shall be carried out to identify any Occupational Health and Safety Management System failure. This will involve an examination of the incident, by the manager, along the following lines:

- a) Is there a procedure, which covers this area of activity?
- b) Is the procedure adequate? (i.e. effective, workable, comprehensive, simple, easy to use, etc.)
- c) Was the procedure properly implemented?
- d) Was the procedure followed?
- e) What influences, outside of the immediate process, are evident?

The objective of the investigation shall be to establish the real cause(s) of the accident or incidents, so that corrective action is aimed at preventing recurrence of the event.

It is the responsibility of the immediate manager to ensure:

- a) Timely notification to the Occupational Health and Safety Coordinator of -
 - Accidents/injuries/incidents/hazards within 24 hours
 - Major accidents/injuries/incidents/hazards immediately
 - The accident/injury/incident/hazard is fully investigated and corrective actions identified and implemented.

The Company will monitor trends of accidents/ injuries/ incidents/ hazards and initiate further investigation where:

- a) A number of incidents are noted for similar situations
- b) A workers compensation claim has been lodged
- c) The manager has requested assistance to investigate an accident/injury/incident/hazard
- d) A serious or major incident has occurred
- e) A situation is deemed to require further investigation

Corrective Action

The scope and impact of any corrective action taken shall be appropriate to the magnitude and potential for harm of the accident/injury/incident or hazard.

Records

Records of all accident/injury/incident/hazard notifications, reporting, investigation and corrective actions shall be kept. Where applicable, records shall be kept for duration as required by legislation.

SAMPLE