

ACCIDENT AND INCIDENT REPORTING

PURPOSE AND CONTEXT

[Insert Company Name] 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

[Redacted text block containing definitions]

POLICY STATEMENT

[Insert Company Name] requires that a Hazard Incident & Injury Report Form be completed in regard

[Redacted text block containing policy statement details]

ACCOUNTABILITY

Employees

Employees must:

[Redacted text block]

Direct Supervisors

Direct Supervisor must:

[Redacted text block]

Occupational Health and Safety Coordinator

Occupational Health and Safety Coordinator must:

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.

When using this template please seek advice from Business Savvy to ensure you comply with the requirements of the *Fair Work Act 2009 (Cth)*.*

T 04 9822 2202

E info@bsrm.com.au

*Additional fees may apply based on your Subscription Level.