

INCIDENT AND HAZARD REPORTING PROCEDURE EXAMPLE



ISSUES TO BE REPORTED

- ▶ Injury
- ▶ Near miss
- ▶ Illness
- ▶ Hazard

INITIAL INCIDENT RESPONSE

Anyone involved or is witness to an incident, accident, near miss incident or workplace hazard must immediately respond by:

1. Protecting their own health and safety as the priority,
2. Protect the health and safety of others in the immediate area,
3. If safe to do so, render assistance to any injured persons,
4. If necessary, call a first aider,
5. If necessary, call emergency services,
6. If applicable, contact security and arrange for emergency services to be directed to the incident location,
7. If applicable, take any other reasonable steps to make the area safe and prevent further incidents, and
8. Ensure the incident site is not disturbed further until it is confirmed that the incident does not require external notification to the regulatory authority.

HOW WILL ISSUES BE REPORTED

All incidents and hazards are to be reported by completing a hazard and incident report form. An Incident Report Form and Hazard Report Form has been provided to assist with this process, however, if you choose to create your own report form, the following information should be gathered:

- ▶ Who made the report?
- ▶ When the report was made?
- ▶ To whom the report was made?
- ▶ Nature of the problem?
- ▶ Action taken to resolve the problem?
- ▶ Any feedback given to the person who reported the issue
- ▶ Any further action required- what, when and by whom?

All staff, contractors, visitors are required to report any workplace accident, incident, near miss incident or workplace hazard as soon as is reasonably practicable to their supervisor or manager.

High consequence incidents are to be reported immediately to management.

ISSUE RESOLUTION / CORRECTIVE ACTIONS

1. Recommend corrective actions to eliminate or reduce the risk of a similar incident / hazard occurring, so far as is reasonably practicable.
2. Ensure appropriate corrective actions are implemented in accordance with the Risk Management Procedure.
3. Assign a person/s to a corrective action
4. Monitor the progress of respective corrective actions and record and communicate with the manager when implementation is finalised.
5. Provide an ongoing review of the effectiveness of implemented controls. This should be undertaken periodically by management as required.