

ACCIDENT, INCIDENT & NEAR MISS REPORTING

POLICY STATEMENT:

HR Staff n Stuff wants to reduce dangers to health and safety by creating and maintaining improved working conditions, free from recognized hazards that might cause serious physical injury.

HR Staff n Stuff provides all of its employees with Workers' Compensation insurance as required by law, Benefits, including salary, will be paid in accordance with State law.

HR Staff n Stuff requires that all incidents, injuries AND near misses are reported, to ensure appropriate action is taken to prevent further incidents. (A near miss is described as something that almost happened and could have caused serious injury, and that could happen again). HR Staff n Stuff will maintain a log of all occupational injuries and illnesses.

PROCEDURES:

- a. Any employee suffering an injury or illness that is work-related is responsible for reporting that illness or accident, no matter how minor, to the Director.
- b. Employees failing to report a work-related illness or accident or delaying such report may have their Workers' Compensation benefits adversely affected.
- c. All serious incidents involving personal injury to any person or property damage must be reported immediately to the Director.
- d. HR Staff n Stuff will log each recordable injury or illness in its Register of Injuries. This information will be kept current, maintained accurately and retained for a period of five years by the Director.
- e. HR Staff n Stuff will use any 'near-miss' reports to investigate potential hazards and take any appropriate actions to prevent future incidents.
- h. HR Staff n Stuff provides an Incident Report Form to use when reporting accidents, injuries and near-misses. Information required to be completed on the Incident Report Form includes:
 - Employee Name & Job Title
 - Date & Time of incident, injury or illness
 - Exact location of the incident or injury
 - How it happened
 - The nature of the incident and any body parts affected and/or property damage
 - Any witnesses
 - The date when you notified your manager of the incident

- i. A blank Incident Report Form can be found on the shared drive under Administration/HRSS OH&S Documents
- j. All incidents must be reported to the Director as soon as possible, and the report filed.
- k. HR Staff n Stuff complies with its obligations under the OHS Act 2004, where any injury or accident resulting in serious injury (hospital visit required) or death will be reported to the Victorian WorkCover Authority immediately. The Director is responsible for this notification. Where the Director is not immediately contactable, the more senior of the HR team assumes this responsibility on their behalf.