

<b>Policy Name:</b>	<b>Accident, Incident &amp; Near Miss Reporting</b>		
<b>Policy Number:</b>	<b>5.02</b>	<b>Date:</b>	<b>February 2023</b>

## **POLICY STATEMENT:**

JC Steele 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.

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

JC Steele 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. JC Steele 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 their supervisor and/or manager.
- 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 your manager.
- d. JC Steele 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 Administration Manager.
- e. JC Steele will use any 'near miss' reports to investigate potential hazards and take any appropriate actions to prevent future incidents.
- f. JC Steele maintains a Hazard Log for all employees to use to notify us of any potential Hazards in the workplace. While all hazards should be documented in the Hazard Log, any serious 'near miss' event should also be reported via an Incident Report Form for the purpose of immediate investigation.
- h. JC Steele 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 to the incident
  - The date when you notified your manager of the incident.
- i. A blank Incident Report Form can be requested from your manager, the Administration Manager or located in the folder in the lunchroom.
- j. All incidents must be reported to the Managing Director as soon as possible, and the report filed in the Register of Injuries.
- k. JC Steele 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 immediately reported to the Victorian WorkCover Authority. The Managing Director is responsible for this notification.