



OCCUPATIONAL HEALTH AND SAFETY POLICY: INCIDENT AND INJURY REPORTING

Policy number	GEN120	Version	V1.0
Drafted by	Secretary	Approved by Board on	18 April 2023
Responsible person	House Manager	Scheduled review date	April 2024

INTRODUCTION

Goonawarra NH recognises that the health and safety of its employees are priorities and that if accidents or incidents do occur, they should be reported. Incidents should be investigated to minimise the possibility of recurrence or further risk.

Goonawarra NH understands the importance of incident reporting and investigation and has developed hazard inspection, hazard reporting and maintenance programs to minimise workplace accidents or dangerous occurrences.

This policy applies to all employees, volunteers, contractors and visitors under the control of Goonawarra NH.

PURPOSE

This policy has been developed to ensure that all employees (including volunteers) understand the processes to be taken in the event of a dangerous occurrence or accident.

DEFINITION

Incident refers to any event that causes or could have caused injury, illness, damage to plant, equipment, vehicles, property, material, or the environment or public alarm.

It also includes losses of containment, fire, explosion, non-compliance with environmental regulatory requirements, vehicle incidents and off-site incidents.

POLICY

Goonawarra NH commits to preventing workplace accidents and minimising dangerous occurrences and will endeavour to achieve a zero-accident rate.

Goonawarra NH will:

- Provide a mechanism for reporting accidents, incidents, work-related illnesses, and dangerous occurrences.
- Investigate accidents to determine the root cause to prevent a recurrence.
- Obtain statistical information about the accident or incidents.

- Meet legislative requirements for reporting accidents and incidents.

All accidents or incidents resulting in an injury or work-related illness must immediately be reported to the House Manager.

Any dangerous occurrence which has the potential to result in injury or damage to property must be reported in the same manner as an accident.

In the event of a dangerous occurrence or accident, Goonawarra NH must notify the relevant state authority (Work Safe Victoria, Environmental Protection Agency, etc.) and a full investigation is undertaken to determine the root cause.

The most appropriate corrective action will be taken to ensure the incident does not recur.

RESPONSIBILITIES

It is the responsibility of the **Committee of Management** to ensure that:

- The House Manager notifies the Committee of Management of all dangerous occurrences.
- The House Manager is aware of and understands the principles of incident and accident reporting and investigation.
- All incidents and accidents that result in or have the potential to result in injury or damage are investigated, and where necessary, corrective or preventative action is taken.
- All matters relating to employee/volunteer welfare are dealt with in the most appropriate and timely manner.

It is the responsibility of **all employees, including volunteers or contractors**, to ensure that:

- Accidents and hazards are reported to management as soon as possible.
- All requirements and obligations under the relevant legislation are complied with.

It is the responsibility of the **House Manager** to:

- Help identify the causes of dangerous occurrences and accidents and develop corrective action.
- Ensure State Authorities, such as Work Safe Victoria, are appropriately notified of all reportable occurrences or events.

PROCEDURES

All accidents or incidents resulting in an injury or illness at work must be reported to the House Manager within 24 hours of the incident.

Any workplace accident or incident (*dangerous occurrence*) that has the potential to result in injury or damage to property must be reported in the same manner as an incident or accident that results in injury or damage.

Immediate actions

A qualified First Aid Officer must assess all injuries and illnesses to determine whether medical treatment is required. Staff must advise the House Manager of all injuries or illnesses or the Chair Person in the case of an incident involving the House Manager.

If medical treatment is required, the House Manager must ensure that suitable arrangements are made for transport to a doctor or hospital. It must be noted that:

- All eye injuries (including foreign objects between the eye and eyelid, not dirt or dust particles) must be referred to a doctor or hospital.
- When injury or illness involves a chemical, a Material Safety Data Sheet and other information that may have been prepared for such incidents must accompany the injured person to the doctor or hospital.

The House Manager must be notified immediately in the event of any incident which occurs.

All injuries resulting in lost work time must be reported to the House Manager within 24 hours.

The following documents must be completed for all incidents and injuries involving employees, volunteers, agency staff, contractors, visitors or the general public:

- The Goonawarra NH Accident/Incident Report Form (see First Aid Policy).
- The Goonawarra NH Injury Register (see First Aid Policy).
- Incident notification as appropriate to the relevant Workcover authority.

A copy of the completed incident report form must be retained and filed by the House Manager and provided to the Committee of Management.

If the incident/injury results in a Worker's Compensation claim, the following forms need to be completed:

- Worker's Compensation form from the employee.
- Worker's Compensation form from the employer.

All compensation claims must be accompanied by an appropriate medical certificate for time lost.

Ensure copies of all documents are kept on the employee's personnel file.

The House Manager will ensure an appropriate incident investigation for all lost time injuries and major incidents is conducted and reported to the Committee of Management.

The House Manager must liaise with The Committee of Management to implement corrective or preventative actions arising from any investigation.

In the event of a death

Advise Emergency Services on 000. If an incident results in a death, the site of the incident must not be disturbed until:

- Victoria Police arrives at the site of the incident; or
- an inspector arrives at the site of the incident or
- an inspector directs otherwise at the time of notification.

The above does not apply if the disturbance to the site is for:

- protecting the health and safety of any person or
- aiding an injured person involved in an incident or
- taking essential action to make the scene safe or to prevent a further occurrence of an incident.

Advise The House Manager immediately.

The House Manager will advise The Committee of Management immediately.

RELATED DOCUMENTS

- Work Health and Safety Policy
- First Aid Policy
- Chemical Management Policy

AUTHORISATION



Lockie Flenley

Secretary

Goonawarra Neighbourhood House Inc.



Andrew Gould

Chairperson

Goonawarra Neighbourhood House Inc.