

1. Purpose

This procedure will assist in the completion of the risk/hazard/incident reports and to ensure greater input of staff, supervisors and managers for the prevention of injuries or illness in the workplace and the early detection of any potential risk and/or hazard that may result in injury or illness.

2. Scope

This procedure applies to all staff, volunteers, students and contractors. A risk/hazard/incident report must be completed for any near miss, any risk, or hazard that has the potential to cause injury, or illness or property damage or an incident that has caused property damage, injury or illness to an employee whether they are lost time or not, or any incident involving a third party that was related to Council activities.

3. Definitions

Nil at time of adoption

4. Responsibility

- All staff are responsible for reporting Work Health and Safety identified risks, identified hazards or incidents.
- Supervisors/Managers are responsible for investigating all incidents, identified risks or identified hazards and implementing corrective action as required.
- Managers are responsible for reviewing the action taken to ensure that they are satisfied that the action taken has addressed the incident, risk or hazard reported.
- Human Resources & WHS/Risk Management Coordinator is responsible for collecting the data and ensuring the above responsibilities have been met. Once a review of the data has been reviewed and recorded on the Risk/Incident/Hazard Report Register and then filed in Infoxpert and the Human Resources & WHS/Risk Management Coordinator is satisfied that the proposed action has been taken and has addressed the risk/hazard/incident the report can be closed. This data is to be reported to Manex and the WHS/Risk Management Committee for review.

5. Procedure Instruction

Employee

When a risk/hazard is identified or there is an incident experienced by an employee, the employee is responsible for reporting the details to their supervisor/manager.

Any incident, risk or hazard must be reported as soon as practicable after it occurs or is noticed and in any case no more than **1 working day** afterwards.

Any risk/hazard that has the potential to cause **death** or **serious injury** to any employee or member of the public must **be reported immediately**, and the person reporting the risk/hazard must do everything within his/her control to prevent injury from the risk/hazard until the risk/hazard is minimised, or where appropriate, eliminated.

Document Name	Version Number	Date of Issue	Review Date
RISK – Risk Incident Hazard Report Procedure	1.0.1	20 May 2015	As Required

Details of incidents and risks/hazards shall be recorded on a Risk/Hazard/Incident/Report form. These forms are located on Infoxpert, at Council's 3 depots, swimming pools, landfills or from Human Resources & WHS/Risk Coordinator.

The completed Risk/Hazard/Incident Report form is to be given to the supervisor/manager responsible for the person completing the form.

Supervisor

A Risk/Hazard/Incident Investigation Report must be completed by the supervisor/manager whenever a Risk/Hazard/Incident Report has been brought to their attention. Due thought must be given to identifying the events that led to the incident or risk/hazard occurring.

The form is to be forwarded to the relevant Director/Manager within **2 working days** of the Risk/Hazard/Incident Report being received.

A supervisor receiving a report of a serious risk/hazard/incident must take **immediate action**. If the risk/hazard/incident has caused a fatality, serious injury or illness, the supervisor must notify **your Director immediately who will then notify the General Manager**.

In the event of a fatality, serious injury or illness, the supervisor is to contact the necessary emergency services.

Part 3 of the WHS Act requires the regulator to be notified of serious workplace incidents and for the site of these incidents to be preserved until an inspector arrives or directs otherwise. In summary Part 3 of the WHS Act requires:

- Immediate notification of a 'notifiable incident' to the regulator after becoming aware of it
- If the regulator asks – written notification with 48 hours of the request, and
- Preservation of the incident site until an inspector arrives or directs otherwise.

Failing to notify is a criminal offence and penalties apply.

A notifiable incident as outlined in WHS Act is:

- The death of a person
- A serious injury or illness, or
- A dangerous incident

arising out of work carried out by a business or undertaking or a workplace. Notifiable incidents may relate to any person – whether an employee, contractor or member of the public.

Where there has been a notifiable incident the General Manager will notify WorkCover.

Section Manager

Managers are responsible for reviewing the risk/hazard/incident and the action proposed or taken by the supervisor.

If the Manager is not satisfied with the action proposed/taken and feels it is inadequate or inappropriate the Manager is to promptly address this with the supervisor responsible.

The Manager will then forward the completed Risk/Hazard/Incident Report to the Human Resources & WHS/Risk Coordinator as soon as they are satisfied that the corrective action taken or proposed has addressed the risk/hazard/incident that has been reported.

Human Resources & WHS/Risk Coordinator

The Human Resources & WHS/Risk Coordinator will review the action taken in consultation with the relevant parties. Once satisfied that all appropriate action has been taken to prevent a re-occurrence, reduction of the risk, or removal of the hazard, will close the matter off. The report will not be closed off until the person who has made the report is satisfied with the action taken.

The Human Resources & WHS/Risk Coordinator shall present details of the Risk/Hazard/Incident Reports for review by the WHS/Risk Management Committee on a quarterly basis.

In the case of injury to an employee the Human Resources & WHS/Risk Coordinator will ensure that the employee has been provided with Workers Compensation Claim Forms.

Note:

The information you provide may prevent an accident occurring or will assist in the prevention of accidents and incidents in the future. Everybody has a role to play in maintaining a health and safe work environment.

A proactive approach to addressing risk/hazards as they become known is far better than being re-active after an incident or injury has occurred.

6. Training

As required

7. Links to Policy

Greater Hume Shire Work Health & Safety Policy
Greater Hume Shire Work Health & Safety Consultation Policy
Greater Hume Shire Risk Management Policy

8. Links to Other Procedures

Nil at time of adoption

9. Links to Forms

Nil

10. References

StateCover
WorkCover

11. Relevant Legislation

WHS Act 2011
WHS Regulations 2011

12. Associated Records

Nil at time of adoption