



## Accident Reporting Policy

### Objective

To ensure a safe workplace & to comply with legislation, Employees/contractors are to report all known accidents, observed accidents, or near-miss accidents to their immediate manager so the response can be immediate.

All precautions will be taken to reduce the incidence of accidents and injuries, and to recognize potential accidents that need immediate and appropriate care e.g. burns, head and eye injuries, bites, stings, cuts.

### Procedure

#### **Near Misses:**

Incidents with potential for injury or damage should be reported to your direct manager. This will then be investigated to identify the causes of the accident and assess any hazards that need to be controlled. The Manager should decide on corrective action to be taken and ensure all employees are aware. These incidents often serve as warnings that more serious consequences could have resulted. Preventing recurrence is therefore still important.

#### **Accident Investigation**

Reported accidents and incidents should be promptly investigated by the person in charge of the area where the incident occurred. The investigation should identify the causes of the accident and assess any hazards that need to be controlled. Managers should decide on corrective action to be taken and ensure all employees are aware.

#### **Importance of Reporting**

The reporting of incidents is essential for the identification of hazards in the workplace. This should prompt remedial action to address the identified hazards and prevent any recurrence in the future.

The Incident Report also serves as a record for future reference should there be any subsequent complication e.g. delayed health effects which may require the report as a factual base.

**This Policy addresses the requirements of the National Standards for Group Training Organisations. The Policy has been developed with consideration of access and equity principles and legislative requirements.**