

CARRUS Incident / Accident reporting procedure

Definitions

- **Incident** - An incident is any unplanned event that resulted in harm, or could have resulted in harm or damage to plant or environment.
- **Serious Harm** – Any injuries or illness that causes temporary or severe loss of bodily function (e.g. fractures, amputation).
- **Hazard** – Anything that is a potential source of harm i.e.: trip, slip, work tools etc.
- **Significant Hazard** – Any hazard that has the potential to cause serious harm.
- **All Practicable Steps** – Practicable steps are actions that a **reasonable** person would take to reduce the chance of harm occurring.
- **Controls** – Actions to reduce the likelihood of harm or the potential consequence of harm.

Incident reporting procedure

1. Management or employees must report all incidents/accidents to the HSO with-in 24 hours of becoming aware of the incident/accident.
2. Management or employees must complete the incident/accident reporting form. A copy should be forwarded to the HSO where it will be entered into the Incident register.
3. The supervisor, manager or HSO will discuss the incident with affected staff within 48 hours of receiving the incident report and together they will discuss corrective actions required to prevent re-occurrence.
4. All major incidents and serious harm accidents will be investigated by the HSO.

Serious Harm

If the incident caused "serious harm" to any person in the workplace, (or 'Carrus' think it may have caused serious harm), management or employees must inform a supervisor, manager or HSO urgently. The scene must be FROZEN until Worksafe have been notified and have given clearance to continue normal work.

Either management, employee or HSO, will notify Worksafe of the 'Serious Harm' incident initially via telephone. This will be followed up with-in 7 days by a completed Serious Harm Notification form.

An investigation must commence within 48 hours of the incident occurring.

Incident / Accident flowchart

