

CARRUS Incident/Accident and Injury Reporting Procedure

Definitions

- **Incident/Accident** - Any unplanned event that resulted in harm, or could have resulted in harm or damage to plant or environment.
- **Injury** – Any injuries or illness that require a person to have immediate treatment
- **Hazard** – Anything that is a potential source of harm i.e.: trip, slip, work tools etc.
- **Significant Hazard** – Any hazard identified on the Hazard Management Procedure Risk Matrix with a score of 5 or more.
- **Reasonably Practicable** – Which is, or was, at a particular time, reasonably able to be done in relation to ensuring health and safety, taking into account and weighing up all relevant matters
- **Controls** – Actions to reduce the likelihood of harm or the potential consequence of harm.

Incident/Accident reporting procedure

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

Notifiable Event

1. If a notifiable event has occurred, (or 'Carrus' think a notifiable event has occurred), management or employees must immediately contact Worksafe and the scene must be FROZEN.
2. Inform a supervisor, manager or the HSO urgently.
3. Either management, employee or HSO will notify Worksafe of the notifiable event, initially via telephone. This will be followed up within 7 days by a completed Notifiable Event form.
4. An investigation by the HSO and any other persons as so required, must commence with 48 hours of the notifiable event occurring

Incident / Accident flowchart

