

1. SUMMARY

This procedure seeks to ensure: the regulator is notified of notifiable workplace incidents, incidents are reported internal, incident details are captured and recorded, an investigation is conducted where required and measures are taken to ensure repeat incidents do not occur.

2. DEFINITIONS

A **notifiable workplace incident** includes:

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

A **serious injury or illness** occurs if a person is required to have:

- Immediate treatment as an in-patient in a hospital
- Immediate treatment for:
 - The amputation of any part of his or her body;
 - A serious head injury;
 - A serious eye injury;
 - A serious burn;
 - The separation of his or her skin from an underlying tissue (such as de-gloving or scalping);
 - A spinal injury;
 - The loss of a bodily function;
 - Serious lacerations.
- Medical treatment within 48 hours of exposure to a substance.

A **dangerous incident** occurs if a person is exposed to a serious risk to health or safety emanating from an immediate or imminent exposure to:

- An uncontrolled escape, spillage or leakage of a substance;
- An uncontrolled implosion, explosion or fire;
- An uncontrolled escape of gas or steam;
- An uncontrolled escape of a pressurised substance;
- Electric shock;
- The fall or release from a height of any plant, substance or thing;
- The collapse, overturning, failure or malfunction of, or damage to, any plant that is required to be authorised for use in accordance with the regulations;
- The collapse or partial collapse of a structure;
- The collapse or failure of an excavation or of any shoring supporting an excavation;
- The inrush of water, mud or gas in workings, in an underground excavation or tunnel;
- The interruption of the main system of ventilation in an underground excavation or tunnel.

3. OBJECTIVES

Bartsch Builders is committed to preventing incidents by providing a safe and healthy workplace for its workers, subcontractors and visitors. Bartsch Builders acknowledges, however, that incidents can occur and that a framework to support pro-active reporting and investigation of workplace health and safety incidents is important to ensure continual improvement.

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4. RESPONSIBILITIES

POSITION	RESPONSIBILITY
Office Manager	Ensure this procedure is maintained to reflect Bartsch Builders expectations Ensure this procedure is communicated to employee (where relevant) Notify client, where required
Office Manager	Assist the Director in maintaining and communicating the procedure Notify regulator, where required
Project Supervisor	Ensure tasks \ activities \ operations are completed in compliance with this procedure
Employees / Sub Contractor	Comply with the procedure and or any reasonable request by management unless it is unsafe to do so. Communicate any suggestion, errors, omissions associated with this procedure to management

5. PROCEDURES \ PROCESS

Notifiable Incident

If a notifiable workplace incident occurs as provided by Work Health and Safety Legislation, the Project Supervisor or Office Manager must immediately contact and report the incident to SafeWork SA by telephone and if required provide a written report.

The [Insert Position] or a representative will contact SafeWork SA on:

Ph: 1300 365 255 or 08 8303 0400
 Fax: (08) 8303 0423
 Emergency: 1800 777 209

Environmental notifiable incident

Bartsch Builders may report a pollution incident to the EPA in the following ways:

Ph: (08) 8204 2004 or 1800 623 445 (non-metropolitan callers)
 Fax: (08) 8124 4670
 Email: epainfo@epa.sa.gov.au

If Bartsch Builders is unsure whether an accident is actually a 'pollution incident', the Environmental Protection Agency advise it is still best to contact them, and they will assist Bartsch Builders. Any person who is responsible for a pollution incident is required by law to notify the EPA as soon as possible. When working interstate, the Project Supervisor shall check the local state legislation to confirm the correct notification requirements for that jurisdiction prior to commencing works.

Incident Management

Injured persons requiring medical treatment may be accompanied to the doctor, medical clinic or hospital as appropriate, by an Bartsch Builders representative.

An incident site must be maintained and not disturbed until all investigations (both internal and external) have been completed, however, this does not preclude any action:

- To assist an injured person;
- To remove a deceased person;
- To make the site safe or to minimise the risk of further incident;
- That is associated with a police investigation;
- For which an inspector gives permission.

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Should any personnel, either be directly or indirectly involved or witness a critical incident at the workplace, the Supervisor shall contact the Director & Office Manager immediately, who will detail the provision, type and extent of professional assistance (e.g. counselling) available and to be offered on behalf of Bartsch Builders to those involved.

Reporting Incidents

All workers must immediately report to the appropriate Supervisor any:

- Near Miss;
- Personal Injury/Illness;
- Environmental Harm;
- Property/Equipment Damage.

The incident must be recorded on the Incident Report Form as soon as possible after the incident but no later than 24 hours after the incident.

Where appropriate Supervisor will secure the site against further risk of incident/injury and ensure that the following steps are taken as required:

- Person/s are rescued;
- First aid is rendered;
- Person/s is transported to a medical facility.

Incident Register

An Incident Register shall be maintained by recording incidents on the register.

Incident Investigation

Bartsch Builders will ensure that all major incidents are investigated as soon as reasonably practicable using the Incident Report Form and where possible:

- Photographs will be taken;
- Diagrams will be made;
- Operator manuals, safe work or operating procedures will be retained;
- Witness statements will be recorded.

Note: Where possible photographic evidence must also be utilised and forwarded with the completed report and, a copy of the relevant Work Method Statement (or similar) or Safe Work Method Statement (for High Risk Construction Work).

The investigation is not about apportioning blame but to:

- Establish the root cause/s of the incident;
- Identify any contributing factors;
- Implement strategies to prevent reoccurrence.

The incident investigation process and corrective actions recommended must also consider (where applicable) a review and change if necessary to the relevant work procedure and or SWMS. Note: For major incidents all work covered by the relevant work procedures or SWMS shall be put on hold until the SWMS has been reviewed and or revised (if applicable).

The Project Manager shall ensure that all Incident / Accident Investigations are conducted in accordance with this procedure and that all completed reports are forwarded to the Project Supervisor.

Controls Review

Where available applicable risk assessments shall be reviewed to ensure controls are effective. Risk assessment documents may include Project Risk Assessment, WHS Risk Assessment, SWMS, JSEA and or similar documents.

Record Keeping

All major incident records (including related Safe Work Method Statements) must be kept for at least 2 years after the event. Records of Notifiable Incident Reports must be kept for at least 5 years.

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