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Drafted by	Struan Ferguson	Approved by Board on	16 August 2023
Responsible person	Kàren Zirkler	Scheduled review date	June 2024

WORKPLACE HEALTH AND SAFETY POLICY: INCIDENT AND INJURY REPORTING

Introduction

Southern New England Landcare Ltd. recognises that the health, safety, and welfare of its people is a priority and that if accidents or incidents do occur, they should be reported. Incidents should be investigated to ensure that the possibility of recurrence or further risk is minimised.

Southern New England Landcare Ltd. understands the importance of incident reporting and investigation and has developed a Risk Management Policy, a Risk Management Procedure, Risk Management Checklists, and a Risk Management Register to minimise workplace accidents or incidents.

This policy applies to all staff, volunteers, contractors, members, and visitors under the control of Southern New England Landcare Ltd.

Purpose

This policy has been developed to ensure that all staff (including volunteers) understand the processes to be taken in the event of an accident or incident.

Definitions

“Incident” refers to any event which causes or could have caused injury or illness to a person or persons, damage to plant, equipment, vehicles, property, material, or the environment or public alarm. It also includes losses of containment, fire, explosion, non-compliance with environmental regulatory requirements, vehicle incidents and off-site incidents.

Policy

Southern New England Landcare Ltd. commits to preventing workplace accidents and minimising incidents and will endeavour to achieve a zero-accident rate.

Southern New England Landcare Ltd. will:

1. Provide a mechanism for reporting accidents, incidents, work-related illness, and dangerous occurrences
2. Investigate accidents to determine the root cause with the objective of preventing a recurrence
3. Obtain statistical information about the accident or incidents

4. Meet legislative requirements for reporting accidents and incidents.

All accidents or incidents that result in a work-related injury or illness must immediately be reported to the Chief Executive Officer.

Any incident which has the potential to result in injury or damage to property must be reported in the same manner as an accident.

In the event of a dangerous occurrence or accident Southern New England Landcare Ltd must ensure the relevant state authority is notified and that a full investigation is undertaken to determine the root cause.

The most appropriate corrective action will be taken to ensure the incident does not recur.

Authorisation

A handwritten signature in dark ink, reading "William Perrottet". The signature is fluid and cursive, with the first name "William" and the last name "Perrottet" clearly distinguishable.

Bill Perrottet President
Southern New England Landcare Ltd.

16 August 2023