

Section 11

ACCIDENT INCIDENT REPORTING

1. INTRODUCTION

The effective management of accidents and near misses in the workplace involve detecting hazards in the work process and environment and controlling those hazards.

The most effective way of achieving this is using good record keeping and investigation techniques to detect patterns that reveal hidden dangers.

In addition the Work Health and Safety Act 2012 require records of accidents and injury to be taken and to be kept for a minimum of three years.

2. RESPONSIBILITIES

The General Manager oversees the whole system of managing accidents and near misses and makes sure that any hazards revealed are dealt with effectively.

The Supervisor must make sure that proper records are kept of each reported accident or 'near miss' and that all reports are followed up by an appropriate investigation and corrective action to deal with any hazard revealed.

Employees must report all accidents and injuries however minor to the Supervisor. The employee must also report 'near misses' as such events are often an early warning of a hazardous situation.

First Aid personnel are those employees who have received training to the level of at least Senior First Aid Certificate. When no person with first aid training is available then the Supervisor or person in charge at the time, will carry out the functions of the First Aider.

3. FACILITIES

The workplace shall have the "Basic First Aid Kit" plus the "Eye" module. The kit is to be found adjacent to the first aid sign. [A white cross on a green background]. A first aid kit is also kept in the cabin of every company vehicle.

The first aid kits shall be stocked with supplies in accordance to the list found in each box. Boxes shall not contain anything other than first aid supplies and shall be kept clean at all times.

Instructions on administering first aid are to be found in each kit.

4. EMPLOYEE AWARENESS

All employees should be provided with practical instruction in the nature and location of first aid kits and the names of persons responsible for giving first aid.

This instruction should occur when the employee is first employed or when there is a significant change in the personnel or the workplace.

5. FIRST AID REGISTER

Whenever first aid is given it shall be recorded on the First Aid Register found in the first aid kit.

The General Manager shall collect all first aid registers that have entries once a year and replace them with new ones. The General Manager shall use the collated information from the forms to identify hazards in the work environment. All completed forms shall be kept in secure storage for a minimum of three years as required by the regulation.

6. MAJOR INJURIES

A major injury is defined as an injury that results in time lost from work. In the case of a major injury the following shall apply.

- ◆ The First Aider or if there is not one the Supervisor (or delegate) shall assess the situation and make sure that the injured employee is in a comfortable position and render the appropriate first aid treatment
- ◆ The First Aider shall if considered necessary arrange for transport to the appropriate medical facility either a medical clinic or hospital emergency room.
- ◆ The injured employee should not be allowed to drive themselves to receive treatment. The injured employee has the right to choose their treating doctor.
- ◆ The First Aider shall enter the relevant details into the First Aid Register and completed an Incident / Hazard Report.
- ◆ The Project Manager shall phone the Department for Administrative and Information Services (Workplace Services 1800 777 209) to report the accident if the injury requires treatment as an in-patient at a hospital immediately following the injury or if the injury involves electric shock, fire or exposure to chemicals or the failure of a crane or hoist.
- ◆ The Supervisor shall investigate the accident and complete the Incident / Hazard Investigation Form.
- ◆ The accident investigation shall include
 - Checking the site. The site must not be changed if government officers are to inspect. The Supervisor must however ensure that no one else is at risk of injury.
 - Interviewing co-workers and the injured employee to get a full description of the accident.
 - Observing the task being performed if practical.
 - Drawing a diagram of the site including a layout of work operations and a list of materials involved.
 - Listing the failures responsible for the accident and recommending changes to prevent a reoccurrence.
- ◆ The General Manager shall take the necessary action to prevent a reoccurrence.

7. MINOR INJURIES

A minor injury is one in which the employee returns directly to work with no time lost. In the case of a minor injury the following shall apply:

- ◆ The injured/sick employee shall notify the Supervisor and fill in the Incident / Hazard Report
- ◆ The Supervisor (or delegate) or the First Aider will provide first aid to the employee.
- ◆ The Supervisor shall enter the details into the First Aid Register.
- ◆ The Supervisor shall investigate the cause of the accident and enter the details into the Incident / Hazard Investigation Form (Form No.03)
- ◆ If the investigation shows that there is potential for a more severe injury the Project Manager shall take the necessary action to prevent a reoccurrence.

8. NEAR MISS INCIDENTS

In the event of a near miss the following shall apply:

- ◆ The employee shall report the event to the Supervisor within 24 hours of its occurrence using the Incident / Hazard Report
- ◆ The Supervisor shall assess the situation, establish the details and enter the details into the Incident / Hazard Investigation Form
- ◆ If the investigation shows that there is potential for a more severe injury the Project Manager shall take the necessary action to prevent a reoccurrence.

9. CONSTRUCTION SITES – FIRST AID SERVICES

Westside will rely on the principal contractor to provide the First Aid services on site.

However, if Westside is required to provide these services then the following minimum will apply:

NUMBER OF WORKERS ON-SITE	FIRST AID ROOM	TYPE OF KIT			CERTIFICATE REQUIRED		
		KIT A	KIT B	KIT C	FIRST AID	OCCUPATIONAL FIRST AID	NONE
100 OR MORE	YES					*	
25 - 99		*			*		
24 OR LESS			*				*

10. Alternative Duties

Under the *Workers Rehabilitation and Compensation Act 1988*, where an injured worker cannot immediately return to their pre-injury job, their employer is to provide suitable and meaningful alternative duties (unless it is not reasonable or practical to do so).

Research indicates that the longer an injured worker is away from work, the less likely it is that they will return.

Alternative duties play a pivotal role in the injured worker's recovery by preventing, loss of their job skills, and maintaining their self-esteem and social networks.

Alternative duties are temporary duties, identified and selected by both the injured worker and the employer, that are required when an injured worker is unable to return to their normal duties. Alternative duties need to be meaningful, and must comply with any medical restrictions outlined in the medical certificate and any agreed Return to Work Plan or Injury Management Plan.

The following list of activities can be used as a means to identify the type of duties performed by an injured. This information can also be provided to the injured worker's treating doctor to assist them in gaining an understanding of the injured worker's duties and the likely impact of any medical restrictions.

- Internal Safety document reading, reviewing and filing**
 Description of task Employee is required to complete Westside accident / incident report, workcover forms and all other necessary documentation.
 Physical requirement: Standing and / or sitting with minimal bending, some reading, reaching and writing

- Head Contractor Safety document reading, reviewing and filing**
 Description of task Employee is required to complete head contractor's accident / incident report documentation.
 Physical requirement: Standing and / or sitting with minimal bending, some reading, reaching and writing

- Project Safety documentation reading, reviewing and filing**
 Description of task Employee is required to review project safety documentation as a means of identifying root causes of the accident / incident.
 Physical requirement: Standing and / or sitting with minimal bending, some reading, reaching and writing

- General document reading, reviewing and filing**
 Description of task Employee is required to read, sort, photocopy and file drawings and other project documents located in the site office
 Physical requirement: Standing and / or sitting with minimal bending, some reading, reaching and writing

- General site office housekeeping**
 Description of task Employee is required to clean, sweep and maintain cleanliness and orderly condition of the site office.
 Physical requirement: Standing / walking with minimal bending, sweeping, reaching, wiping.

- General worksite housekeeping**
 Description of task Employee is required to sweep work areas and pick up small debris and offcut materials, placing them into wheelie bins or identified forklift bins.
 Physical requirement: Walking with minimal bending, reaching and lifting of items less than 5kg.

- Traffic Control**
 Description of task Employee located at specific areas on site to direct vehicles entering and leaving, to assist trucks reversing and direct traffic around altered thoroughfares
 Physical requirement: Standing and directing using hand / arm movements with periodic ability to site

- Spotter**
 Description of task Employee located on site to visually ensure other workers are kept away from identified work areas.
 Physical requirement: Standing and observing with periodic ability to sit

- Updating / checking plant and equipment log books / safety checks**
 Description of task Employee to visually check plant and equipment on site to ensure safety items and details have been documented
 Physical requirement: Walking and observing with minimal bending and some writing

- Identifying and assessing site safety hazards**
 Description of task Employee is required to walk around site and document and identify if and where safety hazards exist.
 Physical requirement: Walking and observing with periodic requirement to make notes/ write

Safety signage and barricading work

Description of task Employee is required to use cans of spray paint to maintain safety signage, and also to check, maintain and relocate barrier meshing where required.

Physical requirement: Walking with minimal bending, reaching and lifting of items less than 5kg.

Site tools storeman

Description of task Employee is required to maintain an orderly tools areas, check all tools for damage and fill in a register of where and who is using tools and equipment on site.

Physical requirement: Walking with periodic sitting in a tools storage area with minimal bending, reaching and lifting of items less than 10kg.

Other

Description of task: _____

Physical requirement: _____

11. Emergency Situations

Westside will abide by the client/principal contractor’s emergency plan in the event of an emergency situation arising on this site and participate in any drills as required.

Westside will develop task specific emergency arrangements which will be documented in the SWMS for that task and will provide the relevant emergency equipment unless otherwise provided by the principal contractor.

Where requested, further information regarding task specific emergency arrangements will be developed and provided to the client/principal contractor.

Westside will ensure the emergency contacts and evacuation details are displayed in the designated site office of Westside Plumbing.

Emergency Equipment

First Aid

Westside will provide its own first aid requirements unless otherwise provided by the client/ principal contractor. As a minimum Westside where required will provide:

- One designated senior first aider
- One first aid kit on-site
- One first aid kit in all site vehicles and mobile plant/equipment

Westside will ensure that all first aid kits that are required to be provided by them are checked and restocked at regular intervals.

Fire Extinguishers

Westside will provide its own fire extinguishers unless otherwise provided for by the client/principal contractor. As a minimum Westside where required will provide fire extinguishers:

- At main entrance to site
- Adjacent to any fuel storage areas, refueling locations and chemical storage areas
- In all site vehicles and mobile plant/equipment
- When hot work is being undertaken

Westside will ensure fire extinguishers required to be provided by them are checked at regular intervals to ensure they are within test date. The Site Supervisor will be responsible for arranging re-testing or replacement of a fire extinguisher in the event it is out of test date.

Amenities and Housekeeping

Westside will provide appropriate amenities for its workers unless otherwise provided by the client/principal contractor.

As a minimum Westside where required will provide:

- The appropriate number of toilets with toilet paper
- A hand wash area with soap
- A lunch area
- Drinking water

Westside will ensure the regular cleaning and re-stocking of any amenities required to be provided by them.

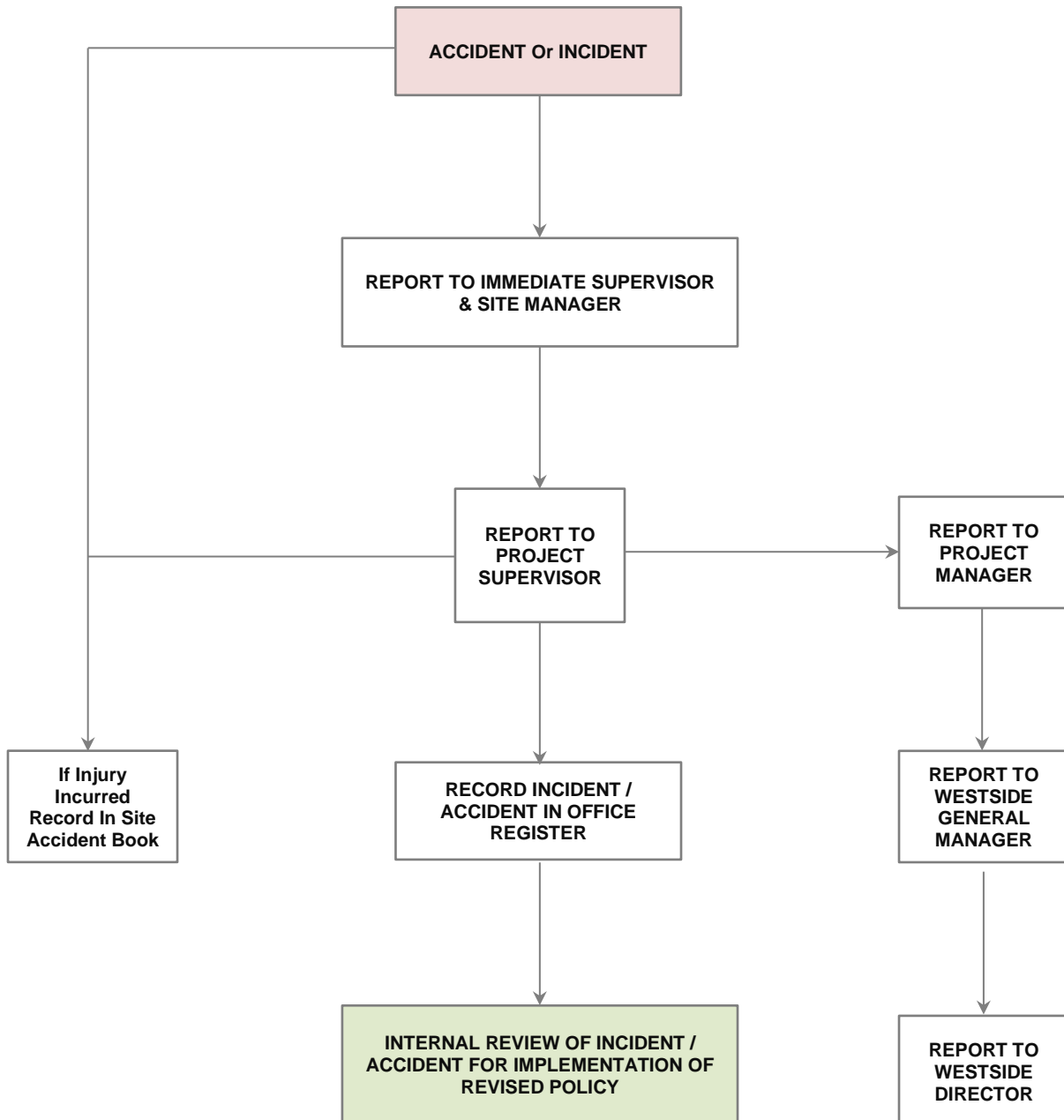
Westside will provide and use the appropriate waste and recycling bins and ensure they are emptied on a regular basis unless otherwise provided by the client/principal contractor.

All workers, including subcontractor and labour hire workers are responsible for keeping the site, their work area and any plant/equipment in a clean and tidy condition, this includes:

- Depositing all waste and recycling material in the appropriate bins as provided
- Cleaning up any mess made while using the amenities
- Leaving areas of access/egress safe and clear of debris, clutter and other tripping hazards
- Storing equipment and materials when not in use.

Section 9 Accident Incident Reporting

In the event of an accident or incident on site, the following process must be implemented immediately:



Important Information to Treating Doctor

Date:.....
 Name:.....
 Address:.....

Dear Doctor,

We would like to introduce.....An employee of Westside Group of Companies.

..... sustained an injury today in the course of his/her employment. Westside is committed to quality rehabilitation of all our employees and as a result, we request your co-operation in this endeavor. In an effort to assist you in determining the scope of work for....., we have included a list of normal duties that would be required to perform. Also included is a list of suitable alternative duties that are available to be performed. We trust you will consider part of or all of those duties when determining your outcome. As a responsible employer Westside are prepared to look at providing flexibility in the hours of work should you consider this necessary, our ultimate goal is to return our employee and your patient to his/her normal duties and earning capacity as a matter of urgency.

√	Normal Duties	√	Suitable Alternative Duties
			Worksite Spotter
			Office Duties (filing, data entry, cleaning)
			Worksite Cleanup
			Traffic Control (if qualified)

Please tick the appropriate duties which in your opinion..... can perform. We Thank you for your assistance and suggest you contact Mr..... of Westside should you have any requests or require further information regarding..... Rehabilitation on the telephone number.....

Yours Faithfully

Westside Group

To be completed by the Treating Doctor

I have reviewed Today and recommend the duties as outlined above or, please refer to the attached Worker’s Compensation medical certificate for further details of the treatment / or restrictions.

Signed.....
 Treating Doctor

Dated.....

Medical Centre

In the event that an employee requires medical attention, following the report to the safety officer on site, they will be directed to the nearest medical centre (to be determined at the site induction)

All follow up consultation, should it be required, will be at the same clinic, unless directed otherwise.

ALL MAJOR INJURIES WHICH REQUIRE URGENT MEDICAL ATTENTION WILL BE DIRECTED TO THE NEAREST HOSPITAL (TO BE DETERMINED AT THE SITE INDUCTION).

REHABILITATION OF INJURED WORKERS

All parties shall insure that any employee who sustains a work related injury, illness or disease, will be afforded every assistance in utilising a rehabilitation program aimed at returning that employee to meaningful employment within the industry.

While the nature of said employees makes it extremely difficult to find “light duty” roles, every endeavour will be made to do so.

Wayne Irvine

May 2019