



INCIDENT REPORTING POLICY

E-Dry Carpet Cleaning 2016

POLICY STATEMENT

As part of our commitment to achieving the principles of health and safety in our workplace, we recognise our moral and legal responsibility to provide a safe and healthy work environment for workers, contractors, customers and visitors. In order to achieve this, we require that all incidents, work-related injuries and illnesses, and near-miss events are reported immediately in order to allow actions to be taken to prevent a recurrence.

AIMS AND OBJECTIVES

We will implement incident reporting and investigation procedures in order to ensure that all incidents (or near misses) are reported as soon as practicable following the incident, and that details of all incidents (including investigations) are accurately and comprehensively recorded.

RESPONSIBILITIES

Management and supervisors will ensure that –

- All incidents (including near-misses) are recorded promptly when reported or discovered
- All work-related injuries (including first aid) and illnesses are recorded when reported
- Investigations of all incidents, injuries, illnesses and near-misses are carried out to determine causative factors.

Workers are required to –

- Report any notifiable incident to their supervisor or management immediately or as soon as possible following the incident
- Report all incidents (including near misses), work related injuries and illnesses (including first aid injuries) as soon as practicable following the event
- Co-operate with management and supervisors in the recording and investigation of incidents
- Not interfere with the site of an incident unless permitted to by management, unless it is necessary to do so to prevent further injury or damage, or to relieve suffering or rescue trapped persons.

All personnel are required to assist an inspector or police officer who is investigating any incident, and to answer all questions asked of them fully.

AUTHORISED BY

Signed: _____

Position: _____

General Manager

Date: _____

2/6/16