

## Policy & Procedure 10 – Incident, Injury & Rehabilitation

<b>Relates to legislation:</b>	Work Health and Safety Act 2011
<b>Applicable to:</b>	Learners, employers, community, industry, the Australian Skills Quality Authority, Skills Canberra, Training Services NSW and the ACT Training Fund Authority. Global Energy Training Solutions management, trainers/assessors, administration staff, contractors, volunteers and visitors.
<b>Referenced documents:</b>	Policy & Procedure 9 – Workplace Health & Safety
<b>Monitor and review:</b>	In accordance with: Policy & Procedure 18 – Quality Management
<b>Responsibility:</b>	Ben Murphy – as Proprietor / Chief Executive
<b>Questions/queries:</b>	<a href="mailto:administration@gets.edu.au">administration@gets.edu.au</a> (+61) 02 6262 0077

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### 1. Policy Objective

This policy has been developed to ensure that all employees (including volunteers) and learners understand the processes to be taken in the event of a dangerous occurrence or accident or near miss. We recognise that the health and safety of its workers and learners is a priority and that if accidents or incidents do occur, they need to be reported and investigated to ensure that the possibility of recurrence or further risk is minimised.

### 2. Policy

#### Definitions

Incident: Refers to any event which causes or could have caused injury, illness, 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.

We commit to preventing workplace accidents and minimising dangerous occurrences and will endeavour to achieve a zero accident rate.

## **Overview**

We:

- Implements a mechanism for reporting accidents, incidents, work-related illness and dangerous occurrences;
- Investigates accidents to determine the cause with the objective of preventing a recurrence;
- Collates and examines information about the accident or incidents;
- Meets all legislative requirements for reporting accidents and incidents.

All accidents or incidents that result in an injury or work-related illness while at work must be reported immediately to the Proprietor / Chief Executive or First Aid Officer.

Any dangerous occurrence which could potentially 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 we must ensure the relevant Territory or State authority is notified and that a full investigation is undertaken to determine the cause.

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

## **Responsibilities**

It is the responsibility of the Proprietor / Chief Executive to ensure that:

- All workers notify the Proprietor / Chief Executive of all dangerous occurrences; and
- Workers are aware and understand the principles of incident and accident reporting and investigation;
- All incidents and accidents that result in or have the potential to result in injury or damage are investigated and, where necessary, corrective or preventative action is taken;
- All matters relating to the welfare of workers and learners are dealt with promptly and in the most appropriate manner.
- Ensure Worksafe ACT and other relevant authorities are appropriately notified of all reportable occurrences or events
- Identify, in consultation with workers and learners, the causes of dangerous occurrences and accidents and develop corrective actions

It is the responsibility of all learners and workers to ensure that:

- Accidents and hazards are reported to the Proprietor / Chief Executive at the earliest opportunity;
- Comply with all requirements and obligations under the relevant legislation.

## **Work Health and Safety**

Work Health and Safety in accordance with Policy & Procedure 9 – Workplace Health & Safety

## **3. Procedures**

All accidents and incidents must be reported to emergency services and/or ourselves immediately depending on the severity of the incident or accident.

Any workplace accident or incident having the potential to cause injury or damage to property must be reported using the same process as an incident or accident that results in injury or damage.

## **Injury and illness**

- All injuries and illnesses must be assessed by a qualified First Aid Officer to determine whether medical treatment is required. The Proprietor / Chief Executive must be advised of all injuries or illnesses.
- If medical treatment is required, the Proprietor / Chief Executive or other authorised person arranges suitable transport to a doctor or hospital.
- Note: All eye injuries (including foreign objects between the eye and eye lid which is not dirt or dust particles) must be referred to a doctor or hospital.
- When an injury or illness involves a chemical, a Safety Data Sheet and other information which may have been prepared must accompany the injured person to the doctor or hospital.
- Notify incident/accidents (as appropriate and required) to Worksafe ACT and any other relevant authority.

The following documents must be completed for all incidents and injuries involving employees, volunteers, agency staff, contractors, visitors or the general public:

- Our internal Incident/Injury/Hazard Report Form.
- Our internal Incident Register.

A copy of the completed incident report form must be retained and filed by the Proprietor / Chief Executive .

If the incident/injury results in a Worker's Compensation claim, the relevant Workers Compensation forms need to be completed and:

- All claims for compensation must be accompanied with an appropriate medical certificate for time lost.
- Copies of all documents are kept on the employee's personnel file.
- The Proprietor / Chief Executive will ensure that an appropriate incident investigation, particularly for all lost time injuries and major incidents, is conducted and that corrective/preventative actions occur as appropriate.

## **Return to work or learning**

Where a learner, trainer/assessor or employee is unable to attend class/work due to their injury, we commit to working with the affected person to return to work or learning as soon as possible.

Reasonable adjustments will be made to the environment to support their return which may include:

- Support equipment,
- work/learning space adjustments
- graduated return (returning on reduced hours and building up as capable)

Any return to work/learning actions will be undertaken in consultation with the person's doctor or health service provider.

## **In the event of a death**

1. Advise Emergency Services on 000. If an incident results in a death, the site of the incident must not be disturbed until:
  - an inspector arrives at the site of the incident; or
  - an inspector directs otherwise at the time of notification.
2. The above does not apply if the disturbance to the site is for the purpose of:
  - protecting the health and safety of any person; or
  - aiding an injured person involved in an incident; or
  - taking essential action to make the scene safe or to prevent a further occurrence of an incident.
3. Advise the Proprietor / Chief Executive immediately.

#### 4. Version Control

<b>Version</b>	<b>Date of release</b>	<b>Author</b>	<b>Authorised by</b>	<b>Position</b>	<b>Reason for change</b>
V3	27/4/2017	Ben Murphy	Ben Murphy	Proprietor / Chief Executive	Initial release Version number consistent with full P&P review version release