

Injury, Incident and Hazard Reporting Guidelines

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Distribution List

To: All RCDC Staff
All RCDC Students

Cc: Chair, Council

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1. Introduction

As part of Raffles College of Design and Commerce Pty Ltd ('Raffles') Work Health and Safety commitment, reporting accidents incidents, injuries and hazards (that have potential for injury or damage) are essential so Raffles can take steps to eliminate, isolate or minimise the foreseeable risk of an accident or incident.

All accidents are required by legislation to be reported by Raffles and will be managed by the relevant manager, the Safety Officer and Human Resources to the appropriate authority within specified timeframes.

The guidelines apply to all employees, students, contractors and visitors.

2. Definitions

Injury: Any physical or mental damage to the body caused by exposure to a hazard.

Incident: Any unplanned event resulting in, or having a potential for injury, ill health, damage or other loss.

Hazard: An object or situation that has the potential to harm a person, the environment or cause damage to property.

Near Miss: An incident that could have resulted in an injury or illness, danger to health and/or to property or the environment.

3. Reporting Procedure

3.1 Reporting of Injuries

All job related accidents and injuries must be reported immediately to your manager and Human Resources with details recorded on the ***Injury, Incident and Hazard Reporting form*** within 24 hours of the incident taking place.

If a Workers' Compensation claim is to be made, Human Resources will forward all relevant documentation to the injured party for completion.

3.2 Treatment of Injuries

Minor injuries which require minor first aid treatment must be treated by a qualified First Aid Officer. A list of first aid officers and contact details is located on Safety Information Board on each level and First Aid kits are located on Level 5 and the Ground Floor.

Treatment shall be recorded locally in the First Aid Register of injuries located with the first aid kits.

Emergency medical care and/or an ambulance is to be called if required.

3.3 Reporting of Incidents and Hazards

Incidents and hazards with potential for injury or damage (near misses) must also be reported on the ***Injury, Incident and Hazard Reporting form***. The near miss report will be investigated and corrective to identify the corrective and/or preventative actions.

4. Investigation and Corrective Action

The reported injury, incident or hazard will be promptly be investigated by the manager in consultation with the Safety Officer and also the person who was involved (where possible) to identify the corrective and/or preventative actions required to prevent a recurrence of the event and develop an agreed time frame for the corrective actions to be implemented.

The corrective actions will be reviewed by Human Resources to ensure that any risks to health and safety are eliminated, or where not reasonably practicable, minimised.

5. Responsibilities

Managers

Managers are responsible to complete the relevant section of ***Injury, Incident and Hazard Reporting form*** and in conjunction with the Safety Officer investigate and implement safety control measures (where required).

Employees

Employees are to report all incidents to their manager and the Safety Officer within 24 hours of the incident occurring. Employees will (where practicable) participate in the investigation of the incident.

Safety Officer

The Safety Officer is responsible to investigate and implement corrective and/or protective actions in consultation with Senior Management and Human Resources.

6. Related Documents

Injury, Incident and Hazard Reporting form
Injury Management and Return to Work Policy
Workplace Health and Safety (WHS) Policy