



# **JustAutomotive** recruitment

Just Automotive Recruitment Incident Reporting Policy		
<b>Issue Date:</b> 30/06/2021	<b>Version:</b> 003	<b>Issuer:</b> D Robinson
<b>Issue Date:</b> 15/6/2018	<b>Version:</b> 002	<b>Issuer:</b> D Robinson

Just Automotive Recruitment is committed to reducing the impact and severity of incidents in the workplace.

Just Automotive Recruitment will identify and record all WHS incidents, whether or not these cause injury or damage, to ensure potential for harm is minimised and to prevent recurrence.

## **POLICY**

An incident can include injury, illness, fatality, near miss or dangerous occurrence.

Just Automotive Recruitment will ensure the provision of coordinated incident response by implementing procedures which cover:

- Emergency response
- Notification to WorkSafe NSW for serious incidents/dangerous occurrence
- Incident reporting
- Responsible persons
- Incident investigation
- Consultation with relevant persons (confidential where applicable)
- Identification of root causes
- Corrective and preventative actions
- Review of effectiveness of corrective/preventative actions
- Regular review of all incidents to identify any trends
- Meet legislative requirements for record keeping

Incident Reporting Procedure and Incident Reporting forms will be provided.

Just Automotive Recruitment seeks the co-operation, commitment and support of all employees who are involved with the activities of Just Automotive Recruitment in achieving and maintaining a safe working environment.

For further information on Just Automotive Recruitments Incident Reporting Policy or Procedure, please contact [donna@justautomotiverecruitment.com.au](mailto:donna@justautomotiverecruitment.com.au)

**References:**

WHS Accident Compensation Legislation  
WHS Act and Regulations 2011