



Just Automotive Recruitment Incident Reporting Procedure		
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ROLES AND RESPONSIBILITIES

All employees are responsible for the initial reporting of incidents.

Managers / Supervisors are responsible for:

- Informing employees and others about the requirement to report incidents promptly
- Ensuring that the Incident Report Form is readily accessible for employees
- Complying with the Incident Reporting Procedure for incidents reported to them

The Managing Director is responsible for:

- Maintaining and reviewing the Incident Reporting Procedure as required
- Ensuring all employees know about the procedure and are trained in how to follow the procedure
- Assisting supervisors and employees to follow the procedure when required
- Notification of Notifiable Incidents to SafeWork NSW, within the prescribed timeframes
- Ensure, so far as is reasonably practicable, that the site where the incident occurred is not disturbed until an inspector arrives at the site or any earlier time that an inspector directs if appropriate
- Maintaining records required by legislation relating to incidents, including the Register of Injuries
- Notify the company insurer within 48 hours

A notifiable incident is a serious injury or illness, a death or a dangerous incident. These must be reported to SafeWork immediately on 13 10 50 as an urgent investigation might be needed.

PROCEDURE

- The manager/supervisor of the area, upon being notified of the injury or illness must:
 - Promptly ensure that first aid is administered, the employee is cared for and the incident area is cleared of people to prevent further incident
 - Ensure the employee is given subsequent medical treatment if necessary,
 - Provide emergency transportation to treatment if necessary; and record any such treatment in the register of injuries.
 - Notify additional rescue/response (SERT, Hazmat, etc.) Teams as necessary
 - *The manager/supervisor* will complete the Incident Report form, in consultation with the involved person, if possible
 - *The manager/supervisor* records the incident on the Incident/Near Miss/Hazard Register
 - *The Managing Director* will report all Notifiable Incidents to WorkSafe NSW immediately
 - *The manager/supervisor* keeps records of incidents and injuries in the register of injuries
- The person involved in the incident as a result of workplace conditions or work activity must verbally report the incident to their manager/ supervisor and then provide information for the completion of an Incident Report Form
- If the following Notifiable Incidents occur, the Managing Director will notify WorkSafe NSW immediately on 13 10 50: Incidents can be notified 24 hours a day 7 days a week.
 - The death of a person
 - The serious injury of a person
 - A potentially dangerous incident

References:

Work Health and Safety Act 2011

Work Health and Safety Regulation 2011

WorkCover NSW

Safe Work Australia