

# Hazard and Incident Reporting and Investigation Procedure

## 1. Purpose

The purpose of this Procedure is to describe the Insitutek (IT) hazard and incident reporting, management and investigation process.

## 2. Scope

This procedure applies to all IT employees and contractors working on and off IT premises and for visitors on IT premises.

## 3. Procedure

### 3.1 Reporting hazards

All IT employees are responsible for reporting all hazards, incidents and near misses via the Hazard and Incident/Injury Register. Contractors, and visitors should report hazards, incidents or near misses to their site contact (who should then enter the incident or hazard in the Hazard and Incident/Injury Register). Hazards, incidents and near misses should be reported as soon as practicable.

The **Director** and/or **Management OHS Nominee** are to ensure identified hazards are reported in the Hazard and Incident/Injury Register.

### 3.2 Reporting incidents

The **Director** and/or **Management OHS Nominee** are to ensure all incidents involving employees, visitors, contractors and members of the public are reported in the Hazard and Incident/Injury Register. This includes employee related incidents that occur both on and off the IT premises.

### 3.3 Actioning and closing out reports

The **Director** and/or **Management OHS Nominee** in consultation with the affected person(s) are to close out the Incident report by developing and implementing an 'action plan' to address the hazard or incident in order to manage the risk and to prevent a reoccurrence.

### 3.4 Reporting Injuries/Incidents

The **Director** and/or **Management OHS Nominee** are to ensure incidents/injuries are reported in the Incident/Injury Register. The following incidents/injuries must be reported:

- dislocation
- strains/sprains

- lacerations/cuts
- burns/scalds
- crushing/amputations
- bruises/knocks
- dental injuries
- death or serious injury
- flood, storm or earthquake incidents
- assault
- theft or vandalism.

### 3.5 Reporting notifiable incidents (incidents to be reported to WorkSafe Victoria)

The **Director** and/or **Management OHS Nominee** are to contact WorkSafe on telephone 132 360 to report [notifiable incidents](#) immediately after becoming aware that an incident has occurred and to provide WorkSafe with a written report within 48 hours.

WorkSafe Victoria will provide a reference number on notification and will advise whether the incident site is to be isolated/preserved until an inspector arrives.

Legislation also requires the reporting of dangerous occurrences (an incident which may seriously endanger the health and safety of people in the vicinity, whether or not an injury has occurred). Refer to *Notifiable Incidents to WorkSafe Flowchart* and *WorkSafe Inspector Visit Guidelines* for more information.

### 3.6 Conducting an incident investigation

The **Director** and/or **Management OHS Nominee** are to conduct a formal incident investigation within 24 hours of the notifiable incident, where possible, using the *Hazard and Incident Investigation Template* or equivalent.

The **Director** may convene an incident investigation team comprising management, the Health and Safety Representative (HSR), affected employee and other employees, depending on the nature of the incident. The investigation should seek to identify the causes and any potential hazards and provide recommended control and preventative measures.

Upon completion of the investigation, the **Director** and/or **Management OHS Nominee** should implement the recommended risk controls and communicate outcomes of the investigation to all employees (excepting private or confidential information which must not be disclosed). The *OHS Risk Register* should also be reviewed and updated if necessary.

### 3.7 Record keeping

The **Director** must maintain copies of all documentation used as part of the hazard and incident investigation and control process. Related references  
*Occupational Health and Safety Act 2004*

*Occupational Health and Safety Regulations 2017*

*Workplace Injury Rehabilitation and Compensation Act 2013 (WIRC Act)*

*WorkSafe Victoria: Guide to Incident Notification 2008*

#### **4. Related documentation**

*Hazard and Incident/Injury Register*

*Hazard and Incident/Injury Investigation Template*

*Notifiable Incidents to WorkSafe Flowchart*

*OHS Risk Register*

*WorkSafe Inspector Visit Guidelines*

#### **Contact**

If you have any questions regarding this document, please contact Robin via email at [robin.power@insitutek.com](mailto:robin.power@insitutek.com). We would love to hear your feedback on our policies with any suggestions on clarity or additional information.

#### **Review**

This policy was last updated and reviewed on 16 September 2021

This policy was adopted by Insitutek Pty Ltd in August 2020