



## **INCIDENT REPORTING POLICY**

### **ASPP-008**

ASPLUM is committed to reducing the impact and severity of incidents in the workplace.

#### **OBJECTIVE**

ASPLUM 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 reoccurrence.

#### **POLICY**

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

ASPLUM will ensure the provision of coordinated Incident reporting by implementing documented procedures for:

- Emergency Response and harm minimization action
- Notification to relevant Authorities for serious incidents/dangerous occurrence
- Incident reporting
- Responsible persons
- Incident investigation – identification of root causes
- Consultation with relevant persons (confidential where applicable)
- Corrective and Preventative Actions
- Review of effectiveness of corrective/preventative actions
- Meet legislative requirements for record keeping

Incident Reporting and Incident Investigation forms are provided and accessible to staff.

A handwritten signature in blue ink, appearing to read 'RH'.

**Ron Hughes - Manager Asplum & Civil 05/05/2020**

#### References:

WHS Accident Compensation Legislation

Model WHS Act and Regulations 2011

SafeWork Australia (2011) How to Manage Work Health and Safety Risks: Code of Practice