

INCIDENT & INJURY POLICY



AUSTRALIA'S
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INTRODUCTION

The reporting of incidents, injuries and near hits/misses is essential for the identification of hazards in the workplace. Depending on the nature of an incident or injury, there may also be a legal obligation to report this to a state regulatory body.

To ensure compliance with these obligations, incidents and injuries will be reported in accordance with the below procedures. The purpose of this procedure is to describe the process for consultation with employees of Ozland Group Solutions with respect to our WH&S system.

This procedure applies to all accidents, injuries and/or incidents that occur on worksites in relation to the role of Ozland Group Solutions guards.

REPORTING REQUIREMENTS

All incidents resulting in or with the potential for injury or property damage will be reported. Investigations of incidents will be undertaken at a level consistent with the actual or potential for injury/damage, with the goal of preventing future occurrences.

Internal reporting and investigation procedures

An incident, injury, illness or near hit/miss that requires (or has the potential to require) medical treatment should be reported on the **Injury Report Form**. This should be done as soon as possible by the affected worker (or delegate) and no later than 24 hours after the event.

If full details of the incident, injury, investigation and corrective actions are not available within this timeframe, the essential details of the incident or injury as they are known should be submitted initially.

Reported incidents and injuries will be promptly investigated by appropriate management using the Incident Investigation Form. The investigation will identify the causes of the incident and assess any hazards that need to be controlled. Management will discuss the incident with relevant workers and decide on suitable risk controls to be implemented using the risk management process.

The investigation and corrective actions are to be summarised on the Injury Report Form.

External reporting requirements

Ozland Group Solutions will notify the relevant state health and safety regulator immediately by phone of any of the below types of incidents and will secure and not interfere with the incident site. Where required notice in writing shall be provided within 48 hours of the event.



Incidents that result in any of the following must be reported:

- the death of a person
- a person requiring medical treatment within 48 hours of exposure to a substance
- a person requiring immediate treatment as an in-patient in a hospital
- a person requiring immediate medical treatment for;
 - the amputation of any part of his or her body
 - a serious head injury
 - a serious eye injury
 - the separation of his or her skin from an underlying tissue (such as de-gloving or scalping)
 - electric shock
 - a spinal injury
 - the loss of a bodily function
 - serious lacerations
 - any other injury to a person or other consequence prescribed by the regulations.

In addition, incidents of the below type must be reported where they expose a person in the immediate vicinity to an immediate risk to the person's health or safety:

- the collapse, overturning, failure or malfunction of, or damage to, any plant that the regulations prescribe must not be used unless the plant is licensed or registered
- the collapse or failure of an excavation or of any shoring supporting an excavation
- the collapse or partial collapse of all or part of a building or structure
- an implosion, explosion or fire
- the escape, spillage or leakage of any substance including dangerous goods (within the meaning of the Dangerous Goods Act 1985)
- the fall or release from a height of any plant, substance or object
- any other event or circumstance prescribed by the regulations.
- In addition, Ozland Group Solutions will notify the safety regulator within 48 hours of any injury or illness that has the potential to result in a worker's compensation claim.

INCIDENT NOTIFICATION

One of the most important initial actions to any accident or incident is to notify those who have input, support and resources which may be required to ensure the injured worker is cared for, legislative obligations are met, and effective investigation and control measures established.

As little time as possible will be lost between the time of the accident or incident and the beginning of the response.

For significant injuries, fatalities and incidents notifiable to the authorities, management will arrange, without delay, to contact and advise the following as applicable:

- directors/other management as soon as possible following the event and not more than 24 hours after the event
- return to work coordinator and workers compensation claims officer
- workers compensation insurer
- the police, where there has been a fatality
- trauma debriefing service
- group insurance manager (if a contractor or member of the public is injured or private property damage is sustained)
- next of kin (either the workers manager or supervisor should communicate this information).



1.5 SPECIFIC INDUSTRY INCIDENTS AND INJURIES

WorkCover NSW must be notified of other injuries and incidents as soon as possible, but no later than 7 days following the incident. These include (but are not limited to):

- Injury or work-related illness, that renders the employee unfit for work for a period of or more days
- Damage to plant/machinery that impedes safe operation
- Removal of workers from lead risk work
- Exposure to blood-borne diseases
- Use or threatened use of a weapon that involves a risk of serious injury to, or illness or, a person such as in a confrontational situation in the workplace
- A robbery that involves a risk of serious injury to, or illness of, a person.
- Electric shock that involves risk of serious injury
- Risk of explosion, fire, dangerous goods, gas leak or substantial property damage.

The area of incident must be barricaded and not disturbed (once injured parties are removed) for 36 hours in case of an investigation by Safe Work NSW. Ozland Group Solutions shall liaise with the client on this requirement.

For incidents involving employees:

- Serious incidents contact management immediately
- Other incidents that may involve workers compensation, notify Ozland Group Solutions's insurer within 48 hrs.

Incidents involving non-employees:

- Serious incidents contact Safe Work NSW immediately on 13 10 50
- Complete online notification form within 7 days www.safework.nsw.gov.au.

Incidents that involve a risk to health and safety in the workplace:

- Serious incidents contact Safe Work NSW immediately on 13 10 50
- Complete online notification form within 7 days www.safework.nsw.gov.au.
- Records shall be kept for all reported incidents for a period of 5 years.
- All activities shall be reviewed in light of the outcome of the investigative process to determine if other procedures/Safe Work Method Statements need to be updated.

Yours Sincerely,

James Carlile
Group Chief Executive Officer
Ozland Group Solutions