# Incident and injury reporting policy

1. Purpose
   * 1. The Company recognises that the health and safety of its employees and contractors is a priority and that if incidents do occur, they must be reported. This policy has been developed to ensure that all employees and contractors understand the processes to be taken in the event of a dangerous occurrence, incident or injury.
2. Scope
   * 1. This Policy applies to all workers (as defined by relevant legislation), including employees, contractors and volunteers and applies at all Company (and where relevant) client premises and sites.
3. An Incident
   * 1. An “Incident” is an event which causes or could have caused injury, illness, damage to plant, equipment, vehicles, property, material, or the environment or public alarm. It also includes losses of containment, fire, explosion, non-compliance with environmental regulatory requirements, vehicle incidents and off-site incidents.
4. Reporting Incidents
   * 1. All incidents that result in an injury or illness at work must be reported to the immediate supervisor (or WHS Representative where appointed) and the relevant manager as soon a possible.
     2. Any workplace incident or dangerous occurrence which has the potential to result in injury or damage to property must be reported in the same manner as an incident that results in injury or damage.
     3. The most appropriate corrective action should be taken and The Company will comply with any legislative requirements in relation to reporting of the incident to applicable bodies.
     4. It is the responsibility of all workers (as defined by relevant legislation), to ensure that:
        1. incidents and hazards are reported to management at the earliest opportunity;
        2. all requirements and obligations under the relevant legislation are complied with.
5. Conduct which breaches this policy
   * 1. Conduct which breaches this policy is unacceptable.
     2. Depending on the severity and circumstances, breach of this policy may lead to disciplinary action, regardless of the seniority of the particular employee involved.
     3. Disciplinary action might include any of: demotion; a formal warning; and dismissal.
6. Further information

If you have any questions about this policy, please speak with your manager.