



STATEWIDE GROUP TRAINING (SA) INC

INCIDENT REPORTING POLICY

PURPOSE:

This policy is intended to cover all employees, associated with Statewide Group Training (SA) Inc (SGT) who may experience an incident (including near misses) in the workplace.

SCOPE:

This policy applies to:

- Board Members
- All staff, including Managers, Field Officers, Administrative Officers; full time, part time, casual, temporary or permanent staff; apprentices and trainees, contractors, sub contractors, and work experience personnel.
- how SGT provides services to clients
- all aspects of employment

POLICY:

SGT is committed to ensuring employees health and safety, with the implementation of incident reporting and investigation to enable the prevention of further incidents.

The objective of this policy is to implement a procedure for the reporting and investigation of incidents in the workplace.

Incidents are unplanned, uncontrolled, undesirable events that interrupt an activity or function and result in personal injury or property damage.

SGT will train Field Officers in the principles of incident investigation and reporting.

SGT will maintain statistical data and use those results in order to implement prevention strategies.

The Responsible Officer will ensure the following.

- That Field Officers are trained in the principles of incident investigation.
- Statistical analysis of the reports and investigations are used to implement safe work practices.
- The WHS Manager is to manage the reporting, investigation and analysis of statistics.
- The implementation of the procedures in the workplace.

The Field Officers will ensure the following.

- Investigate all Incidents within twenty-four hours, or as soon as practicable after the incident occurred.
- Forward the Incident Investigation Form to the WHS Manager.
- Assist and cooperate in the implementation of the policy and procedures



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Employees will ensure the following.

- Report all incidents to the Field Officer and Host Employer.
- Assist and cooperate in the implementation of the policy and procedures.
- Participate in the implementation of prevention strategies

The Health and Safety Committee will ensure the following.

- Assist in the consultation, implementation and evaluation of the policy and procedures

This policy will be reviewed annually or sooner if changes to the legislation or organisation occur.

The review process will assess the effectiveness of the policy and procedure by such means as reviewing.

- The number of incident reports received.
- The effectiveness of strategies arising from Incident Investigations.
- The WHS Committee's minutes for evidence of consultation on solutions

Reference:

WHS Act & Regulations 2012

APPROVED: KYM ANDERSON

DESIGNATION: CHIEF EXECUTIVE OFFICER

APPROVAL
SIGNATURE:

DATE: 27TH MARCH 2023
