

INCIDENT REPORTING POLICY

Aim

REDCLIFFE AERO CLUB intends to operate our business in a manner which ensures the safety and wellbeing of our employee's, clients and visitors.

Background

An incident is an event or series of events that results in harm to people, damage to property or to the environment or loss of process or product.

Incident examples include but are not limited to:

Spills - any loss of primary containment of product including product contained within bund (with zero tolerance on volume).

Plant incidents - any car, truck, fork lift or plant incidents or serious malfunctions that occur whilst carrying out work-related activities.

Injuries - The consequence of an instantaneous event causing harm to a person (e.g. broken limb, cut requiring stitches, burns).

Implosions, explosions or fire.

Fatalities.

Serious incidents are those which result in serious injury or fatality or where a person is exposed to immediate risk to their health or safety. A serious injury may be classed as one which requires in patient hospital treatment. For the definition of a serious injury contact your locally responsible government body such as WorkCover or WorkSafe.

Policy

In the unfortunate event of an incident in the workplace the following will be adhered to.

Serious Incident:

- Notify the appropriate emergency services for assistance
- Immediately notify the appropriate government body in your state (eg WorkCover or Department of Industrial Relations)
- Preserve the incident site until a safety inspector arrives or gives direction to do otherwise.
- Provide written notification within 24 hours on an approved Incident Notification Form & file a copy of this form for reference.
- The Manager of the business is to be notified as soon as practical & the insurer will also require prompt written notification.

ALL incidents including near misses

Regardless of severity of the incident are to be recorded in the OHS Diary so necessary policy changes can be made and as a safety record.

Incident/Accident Analysis and Recording

Injury reporting	Follow the written 'Procedure for a workplace incurred injury'.
Property Damage	Follow up on details and fill in insurance claim, investigate reason for incident, and record any actions taken as result of incident in the OHS Diary.
Environment Reporting	Where a workplace incident has created an environmental impact contact the Environmental Protection Agency (or the appropriate Government body in your state) on their 24 hour hotline phone number. Investigate any reports in OHS diary, review and development improvement plans.
Fines	Investigate if any occur.

Policy review date 18 / 07 / 2012