

# ***SAFETY PROCEDURE***

## **HEALTH AND SAFETY MANAGEMENT PROCEDURE FOR INCIDENT MANAGEMENT**

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# 1. APPROVAL

## Document Control

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This procedure is reviewed to ensure its continuing relevance to the business and processes that it describes. A record of contextual additions or omissions is given below.

## Amendment Record

Version	Date	Context	Summary of Amendments
1.0	Insert Date	To develop, maintain and improve methods for responding to incidents.	Original

The latest revision of this procedure is on **Insert Your Company** intranet site. It is the responsibility of the individual to ensure that any hardcopy is the current revision. A printed version of this procedure is uncontrolled, except when provided with a document title and revision number in the field below and marked as 'Controlled Copy'.

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## 2. PURPOSE

The purpose of this procedure is to develop and maintain methods for responding to incidents that result in injury or damage, or otherwise have the potential to cause harm or damage, and to set clear responsibilities and accountabilities to ensure incidents are responded to, investigated and reported in an appropriate manner.

Additionally, this procedure ensures that records and statistics regarding incidents are maintained and legal obligations are met and enables management to predict and prevent the recurrence of similar incidents by the study of trends, causes and effect.

## 3. SCOPE

This procedure applies to the reporting, investigation and control of incidents and near misses within **Insert Your Company**. It will apply to all reported observed incidents that have caused injury or damage or have the potential to cause injury or damage.

When incidents occur, appropriate action steps should include:

- Timely reporting and communication to relevant people
- Thorough and appropriate investigations to determine immediate causes (contributing factors) and underlying root causes
- Establishment of appropriate actions (emergency, corrective and preventive) to prevent the recurrence of incidents.
- Follow-up and review to ensure actions implemented and are effective.

## 4. TERMS AND DEFINITIONS

Term	Definition
<b>Complaint</b>	Is a course comment on the operations or products of the company by members of the public (including employees) or statutory authorities, where those comments are communicated to an employee of the company either verbally or in writing.
<b>Contamination Incident</b>	Means an incident, involving contamination of the environment, that the administering authority is satisfied has caused or is likely to cause serious or material environmental harm.
<b>Dangerous Electrical Event</b>	Means: <ul style="list-style-type: none"> <li>• When a person, for any reason, is electrically unsafe around high voltage electrical equipment, even if the person doesn't receive an electric shock or injury.</li> <li>• Significant property damage caused by electricity or something originating from electricity e.g. Electrical fire</li> <li>• Unlicensed electrical work.</li> </ul>

Term	Definition
	<ul style="list-style-type: none"> <li>• Unsafe electrical work.</li> <li>• Unsafe electrical equipment or electrical equipment that does not have electrical equipment safety system (EESS) approval markings.</li> </ul>
<b>Dangerous Incident</b>	<p>Means an incident in relation to a workplace that exposes a worker or any other person to a serious risk to that person's health or safety emanating from an immediate or imminent exposure to:</p> <ul style="list-style-type: none"> <li>• An uncontrolled escape, spillage or leakage of a substance.</li> <li>• An uncontrolled implosion, explosion or fire.</li> <li>• An uncontrolled escape of gas or steam.</li> <li>• An uncontrolled escape of a poisonous substance.</li> <li>• Electric shock.</li> <li>• The fall or release from a height of any person, machine or thing.</li> <li>• The collapse, overturning, failure or malfunction of, or damage to, any hoist, crane or other lifting device authorised for use in accordance with the regulations.</li> <li>• The collapse or partial collapse of any structure.</li> <li>• The failure or failure of any excavation or of any shoring supporting an excavation.</li> <li>• The release of water, steam or gas in workings, in an underground mine or tunnel.</li> <li>• The interruption of the main system of ventilation in an underground mine or tunnel.</li> <li>• Any other incident prescribed under a regulation; but does not include an incident of a prescribed kind.</li> </ul>
<b>Dangerous Situation</b>	<p>Is a situation relating to petroleum or fuel gas in which an inspector reasonably believes an imminent risk of material damage to persons or property is likely if action is not taken to identify, eliminate or minimize the risk.</p>
<b>First Aid</b>	<p>defined as any one-time treatment and subsequent observation of minor scratches, cuts, burns, splinters, etc., which do not require professional medical care. However, a medical practitioner or registered professional may administer the first aid.</p> <p>Examples of first aid injuries include:</p> <ul style="list-style-type: none"> <li>• Minor wound care such as initial cleaning or soaking of the wound, application of antiseptic or non-prescription medication and bandaging.</li> <li>• Re-dressing an injury because the previous dressing is soiled.</li> <li>• Treatment of superficial burns.</li> </ul>



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