

INCIDENT & INJURY POLICY



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IN PROVIDING
CLEANING,
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SOLUTIONS.



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OVERVIEW

Vital Pulse will maintain records of all hazards, near misses, incidents and injuries for the purposes of minimising risk of injury and ill-health or the recurrence of an incident. Accordingly, all staff are expected to report hazards, near misses, injuries and incidents and management are expected to address these in consultation with staff.

PURPOSE

This policy is designed to ensure that Vital Pulse complies with all of its obligations under the relevant state and federal legislation. It is further designed to ensure all staff of Vital Pulse are consulted for feedback in-line with our Safety Management System (SMS).

DEFINITIONS

Hazard: something that has the potential to injure or harm people, property and equipment

Incident: an event that has the potential to or does lead to an injury or damage to property and equipment as result of losing control of a hazard

Near miss: any unplanned incidents that occurred at the workplace which, although not resulting in any injury or disease, had the potential to do so

Notifiable Incident: an incident for which you are legally required to notify SafeWork NSW or other state regulatory body. Incidents that must be reported include those that result in:

- death
- a person needing medical treatment within 48 hours of being exposed to a substance
- a person needing immediate treatment as an in-patient at a hospital
- a person needing immediate medical treatment for one of the following injuries: amputation, serious head injury or serious eye injury, removal of skin (example: de-gloving/ scalping) electric shock, spinal injury, loss of a bodily function, serious lacerations (example: requiring stitching or other medical treatment).

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PROCEDURE

Hazard Reporting

- Hazards identified during day to day activity must be reported into Safety Champion (Safety Management Software) which the appropriate manager will be notified immediately. If the hazard can be remedied immediately, the manager should take appropriate action in consultation with the client management team.
- If a hazard requires greater investigation and the sourcing of risk controls, this should be recorded by the manager or the reporting staff member within Safety Champion and the proposed risk controls identified in consultation with the Health and Safety Coordinator.
- Hazards identified during formal quarterly inspections should be recorded with an action plan on the inspection checklist on Safety Champion in which the Safety Coordinator will action.

Near Miss and Incident Reporting

- All near miss / incidents should be recorded in Safety Champion via the reporting staff member or Safety Coordinator.
- If a staff member has been injured, the need for first aid should be assessed and action taken as appropriate.
- If the near miss / incident is considered to be serious, the manager should be contacted and the Safety Coordinator also for advice. The Safety Coordinator or Manager will advise regarding the notification of incidents to SafeWork NSW.
- The Incident is deemed a 'Notifiable Incident' and must be reported to SafeWork NSW if it resulted in items under Definitions – Notifiable Incident on page 2 of this document.
- If the incident is notifiable, the site of the incident is to remain undisturbed until a SafeWork Inspector arrives on site or gives permission for disturbance

COVID-19 Incidents

- Employers are required to notify SafeWork immediately on becoming aware that an employee or an independent contractor or a contractor's employee has received a confirmed COVID-19 diagnosis and has attended the workplace during the infectious period
- The infectious period begins on the date 14 days prior to the onset of symptoms or a confirmed COVID-19 diagnosis (whichever comes first), until the day on which the person receives a clearance from isolation from the relevant Health Services.

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Injury Reporting

- Any injury to staff should be recorded within Safety Champion via the reporting staff member or Safety Coordinator.
- If a person has been injured the need for first aid should be assessed and action taken as appropriate and documented into Safety Champion.

RESPONSIBILITIES

It is the responsibility of the **Employee** to ensure that:

- Report any hazards, near miss, incident or injury to management and/or the safety coordinator.
- Report all hazards, near misses, incidents or injury via Safety Champion

It is the responsibility of the **Safety Coordinator and Management** to ensure that:

- Provide support to staff and managers with risk control and injury management
- Retain records of notifiable incidents via Safety Champion
- Respond to hazard reports
- Investigate near misses and incidents
- Close all hazard, near miss and incidents reported via Safety Champion with 30 days



Eddie Idik JP

Director
Vital Pulse

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