

# **CONVOY**

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T R A N S P O R T

**CONVOY TRANSPORT PTY LTD**

**Occupational Health and Safety**



Amendment	Incident Reporting	Issue #: 1	Revision #: 0
Record	Reviewed by: Jason Haywood Managing Director	Approved by: Jason Haywood Managing Director	

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## Incident Reporting Policy

### Purpose:

Convoy Transport Pty Ltd is committed to reducing the frequency, impact and severity of incidents in the workplace, and to comply with legislative requirements in regard to the notification and management of incidents.

Convoy Transport Pty Ltd will identify and record all OHS incidents, whether or not these cause injury or damage, to ensure potential for harm is minimised and to prevent recurrence.

### Policy:

Convoy Transport Pty Ltd will ensure the provision of coordinated Incident reporting by implementing documented procedures for:

- Emergency response and harm minimisation action;
- Notification to relevant Authorities for serious incidents/dangerous occurrence;
- Incident reporting;
- Responsible persons;
- Incident investigation;
- Consultation with relevant persons (confidential where applicable);
- Identification of root causes;
- Corrective and preventative actions;
- Review of effectiveness of corrective/preventative actions;
- Regular review of all incidents to identify any trends;
- Report and action identified trends;
- Meet legislative requirements for record keeping.

In addition, visitors and any other Organisation's that are involved with or impacted by an incident at a Convoy Transport Pty Ltd workplace, will be included in consultation and communication in respect of the incident as and when required, which will be determined by the workplace Supervisor/Manager/HSR.



Amendment  
Record

Reviewed by: Jason Haywood  
Managing Director

Approved by: Jason Haywood  
Managing Director

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## Incident Reporting Procedure

Convoy Transport Pty Ltd will identify and record all OHS incidents, whether or not these cause injury or damage, to ensure potential for harm is minimised and to prevent recurrence.

### Responsibilities:

At Convoy Transport Pty Ltd the Organisation takes responsible for ensuring that:

- There is an effective procedure in place for the immediate response to and management of incidents;
- There is an Incident Reporting Procedure in place for the notification and management of incidents;
- All workers are trained and familiar with the Incident Reporting Procedure and have easy access to the report forms and procedure;
- State Authority is notified immediately after becoming aware that a Notifiable Incident has occurred;
- So far as is reasonably practicable, that the workplace where any Notifiable Incident has occurred is not disturbed until an inspector arrives at the workplace or any earlier time that an inspector directs;
- Review of the Incident Reporting procedure is conducted as required.

The HSR/OHS Manager is responsible for:

- Maintaining and reviewing the Incident Reporting Procedure as required;
- Ensuring all workers know about the procedure and are trained in how to follow the procedure;
- Assisting managers, supervisors and workers to follow the procedure when required;
- Informing and consulting with the Organisation/CEO regarding incidents, in particular, Notifiable Incidents;
- Notification of Notifiable Incidents to the relevant Regulator, within the prescribed timeframes;
- Ensure, so far as is reasonably practicable, that the workplace where the incident occurred is not disturbed until an inspector arrives at the workplace or any earlier time that an inspector directs;
- Maintaining records required by legislation relating to incidents, including the Register of Injuries.

Supervisors/Managers are responsible for:

- Informing workers and others (when applicable) about the requirement to report incidents promptly;

- Ensuring that the *Incident Report Forms* are readily accessible for workers;
- Complying with the Incident Reporting Procedure for incidents reported to them;
- Maintain *Incident/Near Miss/Hazard Report Register*.

All workers are responsible for the initial reporting of incidents.

**Procedure:**

- All incidents must be reported immediately and recorded on an Incident Report Form and submitted to the Operations Manager before the end of the shift. Where possible, the injured worker must complete the forms required, and obtain assistance from **The Operations Manager/Managing Director** and the relevant HSR to complete and submit the form;
- When a Reportable Incident has occurred, Person Responsible determines whether the workplace needs to be preserved for investigation by the relevant Regulator;
- For any near miss that occurs, the *Hazard Report Form* should be completed and submitted to the Manager. Workers, Management and HSR can complete and submit this form after a near miss occurs, or proactively if a hazard is observed;
- In circumstances where there is a high or extreme risk, work must cease, and the hazard reported immediately to management via telephone or in person;
- Corrective Measures (Control Actions): No hazardous situation and/or causal factors must be allowed to remain without attention;
- It is the responsibility of the relevant Manager, or representative to ensure that any interim and long-term corrective measures are carried out, are effective, and are communicated to all relevant persons;
- Interim and long-term corrective measures and any preventative measures must be signed off by the relevant Senior Manager.

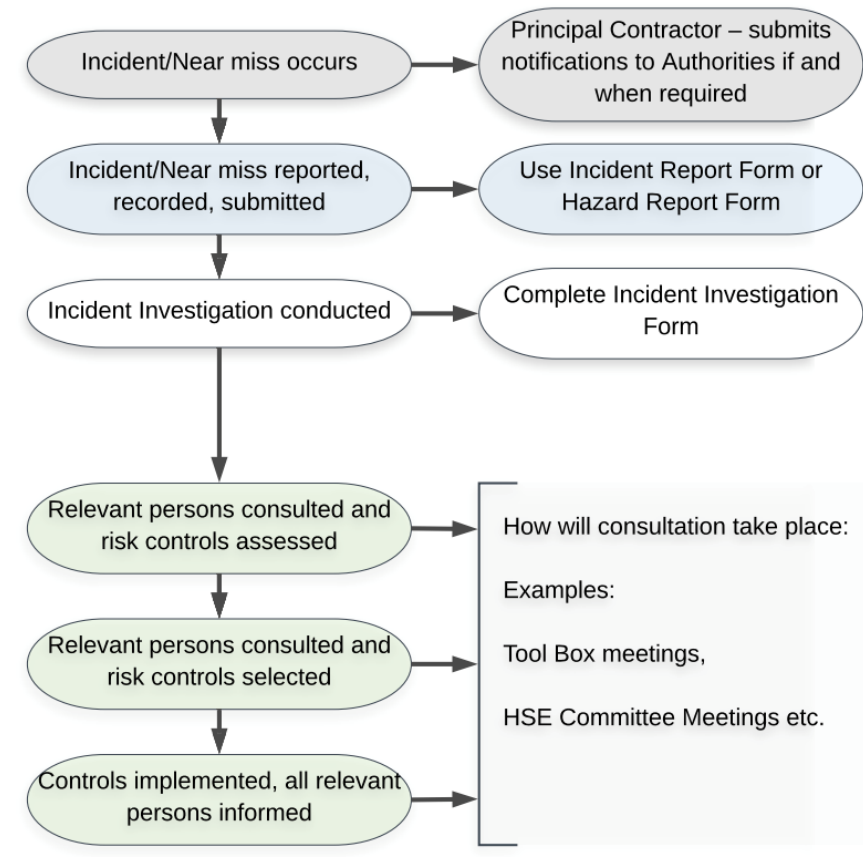


Figure 12. Incident Reporting Flow Chart

## Notifiable Incidents

- A Notifiable incident includes the death of a person, serious injury, or dangerous incident. The definitions of Serious Injury and Dangerous Incidents are described below:
  - **Serious Injury/illness:**
    - A person requiring immediate treatment as an in-patient in a hospital;
    - A person requiring immediate treatment for:
      - ❖ Amputation of any body part;
      - ❖ Serious head injury;
      - ❖ Serious eye injury;
      - ❖ Serious burns;
      - ❖ De-gloving or scalping (separation of skin from underlying tissues);
      - ❖ Spinal injury;
      - ❖ Loss of function of any body parts;
      - ❖ Serious lacerations;
    - A person requiring medical treatment within 48 hours of exposure to a substance, loss of consciousness;
    - Any other injury or illness prescribed by the Regulations;
  - **Dangerous Incident:**
    - Uncontrolled escape, spill, leak of any substance;
    - Uncontrolled implosion, explosion or fire;
    - Uncontrolled escape of gas or steam;
    - Uncontrolled escape from pressurised substance;
    - Electric shock;
    - The fall or release from a height of any plant, substance or object;
    - Collapse, overturn, failure, malfunction, damage to authorised plant required for use;
    - Collapse or partial collapse of a structure;
    - Collapse or failure of an excavation or shoring equipment;
    - Inrush of water, mud or gas in workings in an underground excavation or tunnel;
    - Interruption of the main system of ventilation for underground tunnel or excavation;
    - Any other incident prescribed by the Regulations;
- The State Authority is notified immediately after becoming aware that a Notifiable Incident has occurred;
- So far as is reasonably practicable, that the site where any Notifiable Incident has occurred is not disturbed until an inspector arrives at the site or any earlier time that an inspector directs;

- Conduct review of the Incident Reporting procedure as required.

**Notifiable Incident Response Procedure:**

- Follow the Emergency Response Procedure to care for workers, and the incident area is cleared of people and secured to prevent further incident;
- Report all incidents as soon as possible to Person Responsible;
- When a Reportable Incident has occurred, Person Responsible determines whether the site needs to be preserved for investigation by the relevant Regulator;
- Person involved in the incident completes an *Incident Report Form*;
- If the person involved in the incident is not able to complete the form, Person Responsible will complete the form, in consultation with the involved person, if possible;
- A copy of the *Incident Report Form* is provided to – the person involved and to Person Responsible;
- Person Responsible records the incident on the *Incident/Near Miss/Hazard Report Register*;
- A copy of the *Incident Report Form* is provided to any Principal Contractor, as required;
- Person Responsible reports all Notifiable Incidents to the relevant Authority, within the timeframe required by legislation;
- Person Responsible keeps records of incidents and injuries per Statutory requirements;
- Follow the Incident Investigation Procedure, if needed.

Reference	Title and Description
Document #: OHSM300001	OHSMS Manual
Document #: OHSF300048	Incident Report Form ( <i>OHSMS Recording Forms</i> )
Document #: OHSF300049	Incident/Near Miss/Hazard Register ( <i>OHSMS Recording Forms</i> )
Document #: OHSF300050	Incident Investigation Procedure Checklist and Action Report Form ( <i>OHSMS Recording Forms</i> )
Document #: OHSF300041	Hazard Report Form ( <i>OHSMS Recording Forms</i> )
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