

Accident and Incidents Reporting and Investigation Policy

1 Document Information

Version Date <i>(Draft or Council Meeting date)</i>	
Author	Risk Management Coordinator
Owner <i>(Relevant director)</i>	Director of Finance & Corporate Services
Status – <i>Draft, Approved, Adopted by Council, Superseded or Withdrawn</i>	Adopted by Council
Next Review Date	Within 12 months of Council being elected
Minute number <i>(once adopted by Council)</i>	18/05/20

2 Summary

This policy relates to Council's responsibilities in relation to Accident and Incident Reporting, and investigation of such events.

3 Approvals

Title	Date Approved	Signature
General Manager		

4 History

Minute No.	Summary of Changes	New Version Date
12/03/07	Adopted as part OHS Management System	May 2007
	Reviewed by RMO with minor changes	
	Adopted at August 2009 Council	09/08/20
10/02/17	Readopted by Council	15 February 2010
13/09/30	Readopted as per s165(4)	17 September 2013
18/05/20	Readopted as per s165(4)	22 May 2018

5 Reason

This policy is a regulatory requirement under the WHS Act 2011.

6 Scope

This policy covers all Council employees as well as volunteers and hire and contractor employees.

7 Associated Legislation

The Work Health and Safety Act 2011

The Work Health and Safety Regulations 2011

8 Definitions

Accident	a) Unplanned injurious or damaging event which interrupts the normal progress of an activity
	b) An undesirable or unfortunate happening; casualty; mishap
	c) Anything that happens unexpectedly, without design, or by chance
Incident	An untoward event which may or may not cause accidental loss
Near-miss	An accident that does not produce an injury or disease

9 Responsibilities

9.1 General Manager

The General Manager is responsible for the overall control and implementation of the policy.

9.2 Directors and Managers

Directors and Managers are responsible for the control of the policy and procedures within their area of responsibility.

9.3 Supervisors

Supervisors are responsible to ensure that all employees undertake their duties in a responsible manner and follow all procedures in relation to this policy.

9.4 Risk Management Coordinator

The Risk Management Coordinator is responsible for:

- reviewing all incident and accident reports;
- providing technical support for internal investigations, where requested by the unit manager;
- notifying unit managers of any incident/accident trends or improvements that need to be made in investigations;
- maintaining records of incidents that are required to be notified to WorkCover for at least 5 years.

9.5 Employees

Employees must undertake all procedures in relation to complying with this policy.

9.6 Hire Labourer and Contractors

All labour hire personnel and contractors are to adhere to Councils policies and procedures.

10 Related Documents

Document Name	Document Location
Incident Investigation Report form	Cabonne Council's Intranet, all depots and offices, or from the Risk Management Coordinator
Accident Reports – Employees Policy	Cabonne Council's Intranet

11 Policy Statement

Council is to ensure there is a system in place for the recording and investigating of workplace incidents. Near misses are included as incidents. In developing the accident and incident reporting and investigation system Council shall ensure the following matters are addressed:

- there are arrangements in place for staff to notify and record accidents and incidents;
- that staff are informed as to the location and procedures for the recording of accidents and incidents;
- that provision is made for the review of reported accidents and incidents.