

Incident, Injury and Near Miss Policy

Scope

This policy applies to all employees, contractors, or volunteers working with or for EPS.

Policy

Any Employee, contractor, or volunteer who is involved or witnesses an incident, injury or near miss must report that incident, injury or near miss in accordance with this policy.

Definitions

Incident means an unplanned event (including a near miss) resulting in, or having a potential for injury, illness, damage or other loss, irrespective of the seriousness of the injury (I.e. If a band aid is required, it is an Incident)

Near miss means an event that could have resulted in an injury or damage to property.

Injury means any and all injuries suffered by a person, physical or psychological, whether or not it required medical treatment at the time.

What to do in case of an incident, injury or near-miss?

At the time of the incident, anyone involved must take the following steps:

1. Protect your health and safety.
2. Protect the health and safety of others.
3. If necessary:
 - (a) provide aid to any injured persons involved in the incident.
 - (b) call emergency services;
4. When safe to do so, take essential action to make the site safe and prevent a further incident; and
5. Report the incident.

If the incident is one which must be reported to a regulatory authority (see below) then the site must not be disturbed until you receive approval to do so from EPS Management.

Incident Reporting

If you are involved in or witness an Incident, you must take the following steps:

1. Call the EPS office on 03 9001 0271 or 0422 166 826 and advise them of the site on which the

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Incident took place, the time of the incident and whether any person was injured as a result of the Incident;

2. You can either, request that you be sent an [Incident notification report](#) (INR) via online link, or you can attend the EPS office and complete an [INR](#) or Incident Reporting Form (Appendix 2 of EPS WH&S Management Plan); and

3. If you have filled out an IR form for the CSO please provide a copy of the Incident Reporting Form to EPS by the end of the shift on which the Incident occurred.

Employees who do not notify EPS of any work-related injury or illness within 30 days of becoming aware of it may risk any entitlement they have to make a worker's compensation claim.

Vehicle Incident

If the Incident involves the use of a motor vehicle, the Employee is to complete, in addition to the Incident Reporting Form, a Vehicle Accident Checklist and Motor Incident Report Form must be completed (Appendix 3).

EPS Obligations

Upon receiving notification that an incident occurred, EPS will, as soon as reasonably practicable, identify and record:

- immediate actions taken to assist any persons injured during the incident;
- immediate actions taken to prevent reoccurrence of the incident;
- severity of the incident;
- likelihood of the incident occurring or re-occurring;
- if an on-site incident investigation is required and/or completed; and
- planned actions to prevent reoccurrence of the incident.

Incidents that must be reported to a regulatory authority

The categories of incident requiring notification to WorkSafe Victoria are:

- death of a person.
- person requiring medical treatment within 48 hours of exposure to a substance.
- person requiring immediate treatment as an in-patient in a hospital.
- person requiring immediate medical treatment for:
 - amputation of any part of his or her body
 - serious head injury

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- serious eye injury
- separation of his or her skin from an underlying tissue (such as de-gloving or scalping)
- electric shock
- spinal injury
- loss of a bodily function
- serious laceration
- incidents that exposes a person in the immediate vicinity to an immediate risk to the person's health or safety through:
 - collapse, overturning, failure or malfunction of, or damage to, any plant that the Occupational Health and Safety Regulations 2007 (Vic) prescribe must not be used unless the plant is licensed or registered
 - collapse or failure of an excavation or of any shoring supporting an excavation
 - collapse or partial collapse of all or part of a building or structure
 - implosion, explosion or fire
 - escape, spillage or leakage of any substance including dangerous goods
 - fall or release from a height of any plant, substance or object.

When EPS is informed of an incident requiring notification, they must immediately contact WorkSafe to report the incident.

Incident Investigations

Where EPS deems the Incident to be of a severe nature, or it is one that is required to be reported to WorkSafe in accordance with the above guidelines, EPS will commence an incident investigation.

The investigation must identify any:

- behavioural causes of the incident
- physical causes of the incident
- management system deficiencies that led to behavioural or physical causes

Incident investigations must commence within 48 hours or as soon as reasonably practicable after EPS is informed of the incident.

The investigation must establish the facts, including circumstances leading up to the incident, and what happened during and after the incident.

The investigator must gather and consider information including:

- identified hazards
- effectiveness of the existing risk assessments
- effective of the existing risk controls
- photos, sketches and other evidence from the site gathered during inspections and observations,
- discussions with persons involved (or who are aware of possible contributing factors), and

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statements from witnesses

- materials, equipment chemicals and substances involved
- exact location and environmental conditions including lighting, weather, ventilation and floor conditions
- exact time and date of the incident and other time factors (for example, shift changes, rest breaks, task duration, work timeframes and deadlines)
- sequence of events, before, during and after the incident, including any unusual events.

Where an investigation has been completed, a report on possible corrective actions must be provided to EPS.

The investigator can use the Incident Investigation Form (found in Appendix 4 of the EPS WH&S Management Plan) as a guide to completing the investigation.