

WORKPLACE INCIDENT MANAGEMENT

1 Are all serious bodily injuries, work caused illnesses and dangerous events reported on the approved form (*Form 3 – Incident notification Form*) within 24 hours?

YES

2 Are all serious bodily injuries, work caused illnesses, dangerous events, serious electrical incident and dangerous electrical event recorded in the approved form within 3 days?

YES

3 Are incident records kept by the workplace for at least 12 months?

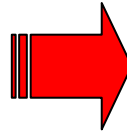
YES

4 Does the workplace have documented procedures for incident reporting and recording?

YES

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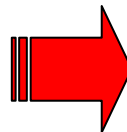
NO



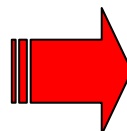
DO YOU KNOW?

Do you know what serious bodily injuries, work caused illnesses and dangerous events are? Do you know what the approved form is? If not see **Appendix D**

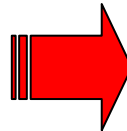
NO



NO



NO



Do you know what the procedure is for incident reporting and recording? Do you know what is meant by an incident? If not see **Appendix D**

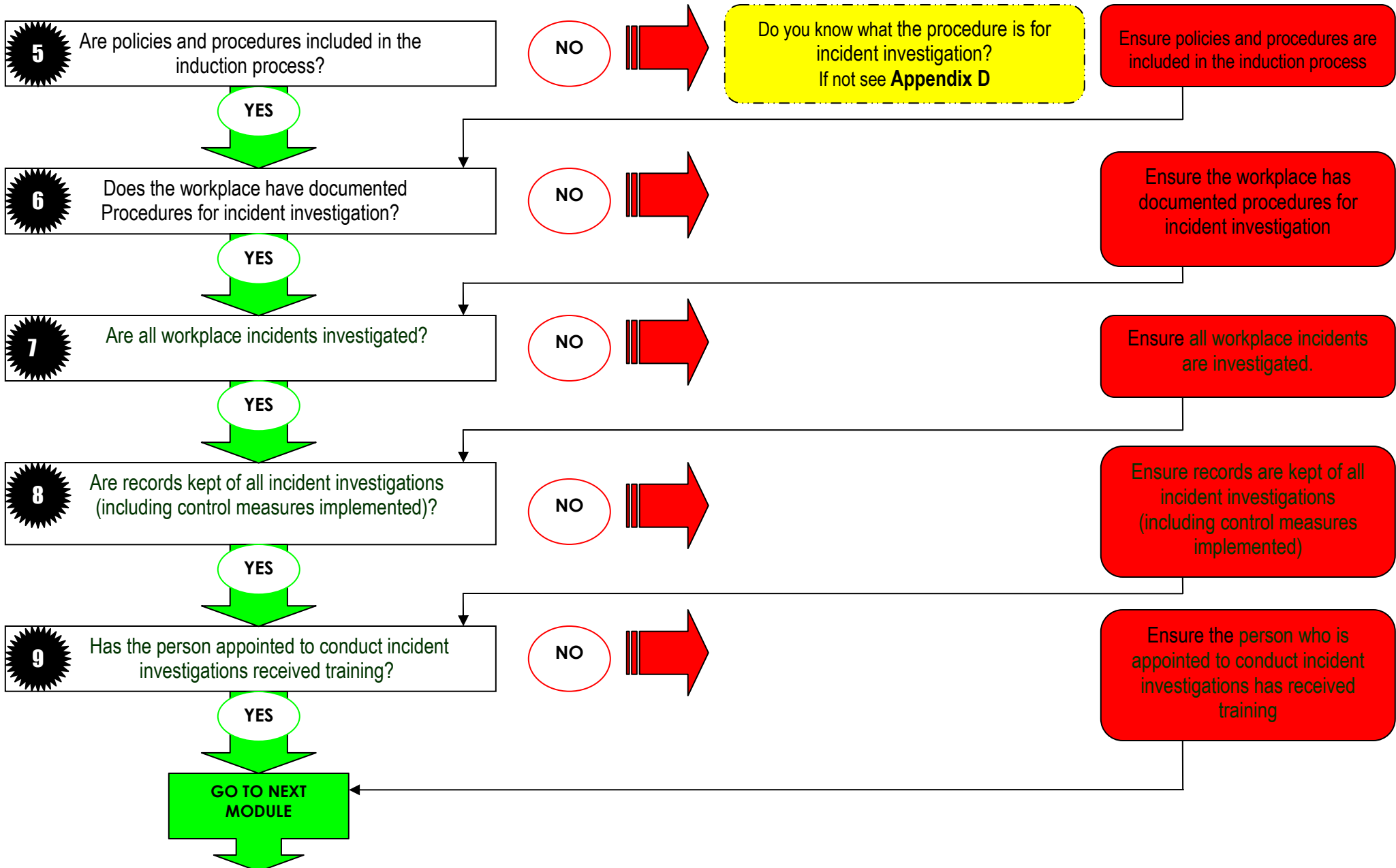
ACTION RECOMMENDED

Ensure all serious bodily injuries, work caused illnesses and dangerous events are reported on the approved form within 24 hours

Ensure all serious bodily injuries, work caused illnesses, dangerous events, serious electrical incidents and dangerous electrical events are reported on the approved form within 3 days

Ensure incident records kept by the workplace for at least 12 months

Develop and document procedures for incident reporting and recording



5 Are policies and procedures included in the induction process?

YES

NO

Do you know what the procedure is for incident investigation?
If not see **Appendix D**

Ensure policies and procedures are included in the induction process

6 Does the workplace have documented Procedures for incident investigation?

YES

NO

Ensure the workplace has documented procedures for incident investigation

7 Are all workplace incidents investigated?

YES

NO

Ensure all workplace incidents are investigated.

8 Are records kept of all incident investigations (including control measures implemented)?

YES

NO

Ensure records are kept of all incident investigations (including control measures implemented)

9 Has the person appointed to conduct incident investigations received training?

YES

NO

Ensure the person who is appointed to conduct incident investigations has received training

GO TO NEXT MODULE