Complete the tasks and actions listed in the table below to support the effective implementation of the department’s health, safety and wellbeing incident management procedure in your workplace. Completion of actions will help to ensure your workplace is appropriately equipped to manage health, safety and wellbeing incidents and near miss events. Note: while overall responsibility lies with the Principal/ Manager, tasks may be delegated for action.

Incident management procedure - quick check

|  |  |  |  |
| --- | --- | --- | --- |
| Task | Actions required | Action Officer | Action date |
| Communicate the procedure requirements | Ensure employees receive local induction (in addition to mandatory department induction) to inform them about their role in incident management, including:  the importance of reporting all incident and near miss events  reporting all HSW incidents to their supervisor as soon as possible  recording **and managing** incidents and near miss events in MyHR WH&S  applying incident classification and notification requirements  participating in the investigation process as required  how to access rehabilitation and return to work programs to facilitate early return to work following injury/illness |  |  |
| Respond to incidents | Staff are aware of, and can implement incident response processes  Staff know to secure the scene for all Class 1, 2 and dangerous incidents |  |  |
| Meet reporting, classification and notification requirements | Staff verbally report incidents to their supervisor and classify incidents using the Class 1- 5 system.  Notify all Class 1, 2 and all dangerous incidents to the regulator.  Escalate Class 1, 2 and all dangerous incidents internally. |  |  |
| Record and review incidents or near miss events | Record incidents and near miss events in MyHR WH&S no later than the next business day following the incident.  Review Class 1, 2 and all dangerous incidents in MyHR WH&S within 48 hrs.  Review Class 3 – 5 incidents in MyHR WH&S within five working days. |  |  |
| Investigate all incidents or near miss events. | Ensure a trained investigator is available in the workplace.  As a minimum, investigate:  Class 3-5 incidents to quick assessment level  Class 2 and all dangerous incidents to standard level  Class 1 to detailed level  Record all investigation outcomes in MyHR WH&S.  Provide access to WHSQ Inspectors to investigate notifiable incidents. |  |  |
| Identify and develop corrective and preventative actions | Consult with relevant stakeholders to identify corrective actions.  Determine corrective actions using the hierarchy of control.  Escalate regulatory notices and information to senior managers.  Develop agreed time frames and assign responsibilities for the implementation of specific corrective and preventative actions.  Monitor corrective and preventative actions to ensure ongoing and effective management of health and safety risks.  Review actions no later than 3 months following implementation. |  |  |
| Communicate incident information and finalise records | Communicate outcomes of incident management processes to all stakeholders.  Review local incident information quarterly to identify trends and prioritise and manage findings based on risk.  Bring safety alerts to the attention of relevant persons in the workplace when issued. |  |  |

Where all requirements are yet to be fully implemented, prioritise and:

Manage immediately; and/or

Assign unchecked tasks to your HSW Committee/forum agenda; and/or

Obtain higher level assistance to manage unresolved issues where appropriate

Last review date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Reviewer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_