

**POLICY STATEMENT**

This policy outlines the steps to be taken when reporting an injury.

**GLOSSARY OF TERMS****CROSS REFERENCES and other RESOURCE MATERIAL**

[Accident / Incident Reporting Form](#)  
[RIDDOR Form](#)

Prepared by:	Department:	Authorised:	Review Cycle:
D. Reid	Administration	Directors	Bi-Annual
05-2004			

## 1.0 Purpose

To ensure that information and documents relating to injuries are correctly reported to meet internal and external requirements.

## 2.0 Scope

This procedure applies to the reporting of injuries/accidents. The reporting of injuries/accidents applies to employees and non-employees (eg. contractors, sub-contractors and visitors).

## 4.0 Actions

### 4.1 Reporting of Injuries

All injuries shall be reported to the person(s) immediate Supervisor or Manager.

### 4.2 Supervisor/Site Manager

Is responsible for referring the injured person(s) to the first aid attendant and completing the specific reporting form.

### 4.3 First Aid Attendant

Shall be responsible for providing appropriate first aid.

### 4.4 Referral for Medical Treatment

In the event that medical treatment is required for the injury, the first aid attendant will contact the Supervisor or Site Manager to discuss the appropriate method of transfer to a hospital/doctor.

### 4.5 Severity of Injury

All injuries requiring medical attention shall be managed by the injured person(s) immediate Supervisor/Manager. The Supervisor/manager shall:

- (i) Notify the Directors via telephone or email within 24 hours.
- (ii) Complete the specific legislation requirements.
- (iii) Ensure that the injured employee receives the state specific claim form and provides assistance (if required) in filling out the form.

Note: The Supervisor/Manager should not complete the form on the employee(s) behalf.

- (iv) Complete the “employer” section of the claim form.
- (v) Obtain a copy of the specific medical certificate.
- (vi) Ensure that both sections of the form are forwarded to the Directors within 24 hours of receiving the completed form.
- (vii) Where hospitalisation is required the Directors shall contact the injured person(s) next of kin.

#### 4.6 Investigation

Directors will investigate and report on the incident to prevent future occurrences.