

INCIDENT & ACCIDENT REPORTING POLICY



All incidents (near miss) and accidents involving personnel and/or property, however insignificant, must be reported as soon, as is practicable, to your supervisor.

In a health and safety sense, an accident is defined as *“a non planned event that causes injury or ill health to a person, or damage to property.”* Similarly an incident is defined as, *“a non planned event that without luck would have resulted in injury or ill health to a person or property damage”*.

All **incidents & accidents** must be reported as quickly as practicable, to your supervisor.

Our continuous improvement program cannot be maintained without proper reporting.

These incidents and little inconsequential accidents, when properly reported, trigger improvement that will save more serious injury, ill health and property damage in the future.

Report unsafe or hazardous work conditions to your supervisor. Do not resume working until remedial actions have been undertaken and approval has been provided by your supervisor to resume work.

13 Jan 2021

A handwritten signature in blue ink that reads 'B Bawdon'.

Brian Bawdon
General Manager