

PROCEDURE

Title: Workplace Incident and Hazard Reporting
Category: Safety and Health

Purpose

This procedure will direct actions regarding:

- the reporting of incidents and hazards including near misses, injury/illness, property and environmental damage; and
- how the incident reports are reviewed and control measures developed to prevent a recurrence of the same or similar incident.

Process

Incidents and hazards may vary in severity and complexity and as such employees, contractors, licensees and tenants are provided with a formal process to report workplace incidents and hazards. This procedure applies to all VenuesWest employees including Board Members.

Contractors, licensees, tenants and visitors are covered in the Contractor Induction and Visitor Management procedures.

1. Workplace incident reporting

- In the event of a workplace incident occurring at a VenuesWest managed facility the VenuesWest employee who is involved in the incident must make contact with the relevant VenuesWest Area Supervisor immediately.
- Once the relevant Area Supervisor has been notified of the workplace incident, a hard copy incident report must be completed by the VenuesWest employee who has reported the incident.
- The Area Supervisor or Branch Manager must then upload the hard copy incident report to the VenuesWest incident database – CAMMS.
- If the incident report cannot be submitted immediately into CAMMS, the employee completing the incident report must upload the incident within 48 hours.
- Once the incident has been uploaded to CAMMS, an automated email will be sent to the respective Branch Manager and the Risk, Safety and Wellbeing Officer
- The Risk, Safety and Wellbeing Officer will assign the ownership of the incident report to the appropriate employee.
- The employee who takes ownership of the incident report is responsible for updating the electronic incident report.
- If the incident is serious and results in a lost time injury (LTI) or is a significant near miss, the Risk, Safety and Wellbeing Manager will be notified and may request that an incident investigation be carried out by the employee who has been assigned ownership of the incident and a Safety and Health representative (if required).
- If more than one person is involved in an incident the Risk, Safety and Wellbeing Officer may reassign ownership of the incident report to another employee.
- Once the Risk, Safety and Wellbeing Officer is satisfied that all the required information has been obtained and corrective actions have been implemented the incident report will be closed.

2. Workplace hazard reporting

- If an employee identifies a hazard the employee must make contact with the relevant Area Supervisor immediately.
- Once the Area Supervisor has been notified, the actual hazard must be made as safe as possible.
- Once the relevant Area Supervisor or Branch Manager has been notified of the workplace hazard, a hard copy hazard report must be completed by the employee who has reported the hazard.
- The Area Supervisor or Branch Manager must upload the hard copy hazard report to the CAMMS hazard database.
- If the hazard report cannot be submitted immediately into CAMMS, the employee completing the hazard report must upload the hard copy hazard report to the CAMMS hazard database within 48 hours.
- Once the hazard report has been uploaded to the CAMMS hazard database an automated email will be sent to the respective Branch Manager and the Risk, Safety and Wellbeing Officer.
- The Risk, Safety and Wellbeing Officer will assign the ownership of the hazard report to the appropriate VenuesWest employee.
- The employee who takes ownership of the hazard report is responsible for updating the electronic hazard report.
- The employee who takes ownership of the hazard report is responsible for ensuring that the appropriate corrective actions are undertaken to reduce the impact of or remove the hazard.
- The appropriate corrective actions which are undertaken to reduce the impact of or remove the hazard must be done in consultation with the Repairs and Maintenance Coordinators.
- If the hazard results in an LTI or a near miss, the Risk, Safety and Wellbeing Manager will be notified and may request that an investigation be carried out by the VenuesWest employee who has been assigned ownership of the corrective action associated with the hazard and a Safety and Health representative (if required).
- Once the Risk, Safety and Wellbeing Officer is satisfied that the appropriate corrective actions have been implemented the hazard report will be closed.
- Pack away all equipment, tools, safety devices, plant and equipment not required during event performance.
- Any defective equipment must be isolated and reported to the Venue Operations Supervisor, Repairs and Maintenance Coordinators, Technical Coordinator and/or Manager Venue and Event Delivery

Roles and Responsibilities

VenuesWest Repairs and Maintenance Coordinators

- Should undertake the agreed corrective actions required to reduce the impact of or removal of the hazard.
- Should consult with the Risk, Safety and Wellbeing Officer to determine the corrective action required to reduce the impact of or removal of the hazard.

VenuesWest Risk, Safety and Wellbeing Manager

- Should where the incident or hazard has resulted in an LTI or significant near miss, request that an internal investigation is undertaken.

VenuesWest Risk, Safety and Wellbeing Officer

- Should allocate ownership of all incidents and hazards to the relevant VenuesWest employees for follow up and/ or investigation.
- Should work with the Repairs and Maintenance Coordinators to develop and implement corrective actions through the use of the MEX system.
- Should notify the Risk, Safety and Wellbeing Manager of any incident or hazard reports which have resulted in LTI's or significant near misses.
- Should only close incident reports once satisfied that all the required information has been obtained.
- Should only close hazard reports once satisfied that the most appropriate corrective actions have been undertaken.

VenuesWest Safety and Health Representatives

- Should take part in the incident investigation process
- May be required to assist the Repairs and Maintenance Coordinators in developing and implementing the corrective actions required to reduce the impact of or removal of the hazard.

VenuesWest Branch Managers

- Should ensure that all incident reports are uploaded into CAMMS within 48 hours.
- Should ensure that all hazard reports are uploaded into CAMMS within 48 hours.
- Should ensure that the incident is reported to the Human Resources branch if the incident involves the injury of a VenuesWest employee.
- Should ensure an incident investigation is undertaken with the area Safety and Health Representative to establish the cause of the incident.
- Should liaise with the area Safety and Health Representative and/or Repairs and Maintenance Coordinators to ensure that any required corrective actions are developed and implemented.
- Should establish if VenuesWest employees require specific training to safely undertake required duties and tasks.

VenuesWest Area Supervisors

- Should ensure that all incident reports are uploaded into CAMMS within 48 hours.
- Should ensure that all hazard reports are uploaded into CAMMS within 48 hours.
- Should develop any new operational procedures required to prevent a reoccurrence of the incident or hazardous situation.

VenuesWest Employees

- Should report any incident by notifying the area supervisor and completing an incident report form.
- Should report any hazards by notifying the area supervisor and completing a hazard report form.
- Should take reasonable care to ensure their own safety and health whilst at work
- Should avoid adversely affecting the safety and health of any other person through any act or omission at work

Definitions

Hazard – is a source of potential harm or a situation with a potential to cause loss.

Incident - is any unplanned event resulting in, or having a potential for injury, ill-health, damage or other loss. (AS/NZS 4801:2001).

Lost Time Injury (LTI) - are those occurrences that resulted in time lost from work of one day/shift or more.

Near Misses - are any unplanned incidents that occurred at the workplace which, although not resulting in any injury or disease, had the potential to do so.

Privacy

VenuesWest collects information for the purpose of establishing and maintaining employee and personnel records. Personal information will not be passed onto any third party unless prior approval is obtained from the individual or unless legally required to do so. Information is collected in accordance with the principles of the *Freedom of Information Act 1992 (WA)* and the *Privacy Act 1988*.

Authority

Occupational Safety and Health Act 1984

Occupational Safety and Health Regulations 1996

Delegations

As per the VenuesWest Delegations Instrument.

Resolution of Disputes

If an employee believes that an administrative decision made by VenuesWest will adversely affect them and is unfair or unreasonable, they may lodge a grievance under the WA Public Service Commission 'Grievance Resolution Standard' (also refer to HR Policy and Procedure 'Grievance Resolution' for more detailed information).

Links

Procedures (detail any additional/correlating internal procedures)

Risk Management Procedure

Related Policies (detail any internal related policies)

Occupational Safety and Health Policy

Risk Management Policy

Related Legislation or Standard

Occupational Safety and Health Act WA 1984

Occupational Safety and Health Regulations WA 1996

AS/NZS ISO 31000:2009 (Risk Management - Principles and Guidelines)

Governance

Date of approval:

Date of operation: August 2014

Date to be reviewed:

Directorate: Corporate Services

Policy Owner: Human Resources

Approval

Chief Executive Officer



DAVID ETHERTON

Date: <Insert Date>

Authorisation

Director



JANIS CARREN

Date: <Insert Date>

On signing this procedure, the Delegates confirm:

- Compliance with the delegated level of authority
- Appropriate governance and approval processes have been undertaken and approved
- Publication of the Procedure