

## Incident / Injury Reporting Policy

### Summary

This policy and procedure states the Skillset Limited requirements for reporting and investigating accidents and incidents in the workplace.

### Purpose

Skillset Limited ('Skillset') acknowledges its legal duty to ensure, so far as is reasonably practicable, that Workers and other persons at the workplace are not exposed to risks arising from the business or undertaking. Skillset aims to eliminate the risks, or if that is not reasonably practicable, minimise the risks so far as is reasonably practicable.

Workers also have responsibilities in connection with managing risks. Workers must comply with this policy as amended from time to time and any relevant Code of Practice, including any relevant regulation and/or State or Territory Codes of Practice, as amended from time to time.

With these duties in mind, this policy endeavours to outline appropriate risk control measures that must be implemented at work by both Skillset and, where appropriate, Workers.

### Policy statement

Skillset Limited recognises its obligation to ensure that all accidents and incidents are reported, recorded and investigated.

This policy and its procedures aim to ensure that:

- the reporting and investigation of accidents and incidents conform with legislative requirements and records are retained
- accidents and incidents are investigated in consultation with a Health and Safety Committee and managers
- a risk management approach is applied to the findings of accident and incident investigations so that any hazards identified are eliminated or, where that is not reasonably practicable, minimised by the application of the Hierarchy of Control
- agreed preventative and corrective actions are implemented, monitored and reviewed for effectiveness
- the privacy and confidentiality of personal and health information pertaining to an injured worker or person is maintained and managed in accordance with the requirements of NSW privacy legislation.

### Commencement of Policy

This Policy will commence from 01/05/2017. It replaces all other Incident/ Injury Reporting policies of Skillset (whether written or not).

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Authorised by: Craig Randazzo		Position: Chief Executive Officer – Skillset



### Application of Policy

This Policy applies to workers (employees, agents, contractors (including temporary contractors as otherwise defined under WHS legislation) of Skillset, collectively referred to in this policy as workers.

This Policy is not limited to the workplace or work hours. This Policy extends to all functions and places that are work related. For example, work lunches, conferences, Christmas parties and client functions.

### Legislative and Policy Framework

- Health Records and Information Privacy Act 2002
- Privacy and Personal Information Protection Act 1998
- State Records Act 1998 • Work Health and Safety Act 2011
- Work Health and Safety Regulation 2011
- Workers Compensation Act 1987
- Workplace Injury Management and Workers' Compensation Act 1998
- Workers Compensation Regulation 2010 Accident and Incident Reporting & Investigation Policy & Procedure AccidentIncidentReportingInvestigationPolicyProcedure\_v1.0\_2012-06-18 2/8
- Australian/New Zealand Standard AS/NZS 4801:2001
- Enterprise Risk Management Framework and Policy
- Work Health Safety Policy
- Recover at Work Policy

### Breach of this Policy

All Workers must comply with this Policy at all times. If a Workers breaches this Policy, they may be subjected to disciplinary action including termination of employment. Agents and contractors (including sub-contractors and temporary contractors) may have their contracts with Skillset terminated or not renewed.

### Variations

Skillset reserves the right to vary, replace or terminate this policy from time to time.

### Associated documents

- Work Health Safety Policy
- Recover at Work Policy
- Incident - Injury Reporting Procedure
- External Safe Work NSW Notification Procedure
- Incident Investigation Procedure
- Workplace WHS Inspection Procedure

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