

	ANGASTON AGRICULTURAL BUREAU WHS INCIDENT REPORTING AND INVESTIGATION PROCEDURE	Version No: 1.0
		Issued: 15/10/2017
		Next Review: 15/10/2017

1. Overview

- 1.1. Angaston Agricultural Bureau (AAB) and its Subsidiary, Barossa Improved Grazing Group (BIGG), as part of their commitment under this Hazard Management Policy, recognise their obligation to report, record and investigate incidents, identify corrective and preventative actions, and implement and review them for effectiveness.
- 1.2. This procedure aims to ensure that:
 - 1.2.1. Incidents are reported within 24 hours or as soon as reasonably practicable after that.
 - 1.2.2. Statutory reporting complies with legislative requirements.
 - 1.2.3. All incidents are investigated, controls implemented and reviewed in consultation with others.
 - 1.2.4. A risk management approach is applied to the findings of 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.
 - 1.2.5. Incident statistics are reviewed so that trends are identified, and planned corrective and preventative actions are completed

2. Core components

- 2.1. The core components of our incident reporting and investigation procedure aim to ensure:
 - 2.1.1. A procedure for the reporting and investigation of incidents is in place.
 - 2.1.2. Executive and workers are trained in the reporting requirements and WHS system.
 - 2.1.3. The WHS system has a requirement to report both internally and externally.
 - 2.1.4. Immediate corrective action is to be taken, where possible.
 - 2.1.5. Executive and Workers are aware of the investigation process to ensure the identification of appropriate preventative and corrective action(s).
 - 2.1.6. Investigations are appropriately completed and include a review of the findings communicated.
 - 2.1.7. Incidents and investigations are documented and records kept.

3. Definitions

Refer to Definitions list.

4. Procedure

4.1. Incident occurs

- 4.1.1. When an incident occurs the person(s) involved shall, where possible, take whatever steps are necessary to control the hazard to prevent further incidents and seek appropriate first aid assistance.
- 4.1.2. The worker concerned shall notify AAB or BIGG Executive as soon as possible after the event has occurred.
- 4.1.3. The Coordinator shall ensure that reasonably practicable steps are taken to control the hazard to prevent further incidents.

4.2. Secure incident site

- 4.2.1. When safe to do so, the Coordinator or worker shall secure the scene of an incident to ensure accurate information can be obtained for investigation purposes.

 <p>ANGASTON BIGG BARRIERS IMPROVED CRATING GROUP</p>	ANGASTON AGRICULTURAL BUREAU WHS INCIDENT REPORTING AND INVESTIGATION PROCEDURE	Version No: 1.0
		Issued: 15/10/2017
		Next Review: 15/10/2017

4.2.2. For immediately notifiable injuries or dangerous occurrences managers shall ensure that, until otherwise directed by an Authority:

- a. The site where the injury occurred is not altered.
- b. Plant or equipment connected with the incident is not reused, repaired or removed.
- c. Substances connected with the incident are not reused or removed.

4.2.3. Section 4.2.1 (above), does not prevent action taken for the following reasons:

- a. to assist an injured person.
- b. to remove a deceased person.
- c. that is essential to make the site safe or to minimise the risk of a further notifiable incident.
- d. that is associated with a police investigation.
- e. for which an inspector, or regulator, has given permission.

4.3. Statutory reporting undertaken

4.3.1. Managers are responsible for reporting to SafeWork SA and the Office of the Technical Regulator if any of the following occur:

- a. Immediately notifiable injuries (SafeWork SA – Ph: 1800 777 209 - 24 hrs a day).
- b. Notifiable dangerous occurrences (SafeWork SA – Ph: 1800 777 209 - 24 hrs a day).
- c. Electric shock incidents (Office of the Technical Regulator - Ph: 8226 5518 Business hrs or 1800 558811 after hrs):
 - i. Death resulting from the incident - immediately by telephone.
 - ii. Person requiring medical assistance - within one working day of the accident.
 - iii. In any other case - within ten working days of the incident.

4.3.2. Any claim for workers compensation shall be reported in accordance with the Workplace Injury Management Procedure.

4.4. Documentation

4.4.1. All incidents shall be recorded on the Incident Report form by the person who was involved in the incident, as soon as possible, i.e. within 24 hours.

4.4.2. The form, once completed, shall be forwarded to the Executive.

4.4.3. When it is not possible for a person to complete a form, e.g. the person has been taken to hospital or is not at work, the Executive or Worker representative shall complete the form on the injured person's behalf.

4.5. Incident investigation

4.5.1. Executive and Coordinators shall, where possible, investigate the incident in consultation with the person who was involved.

4.5.2. The investigation should commence as soon as possible or at least within 24 hours. The investigation may involve other workers and may require external expertise.

4.5.3. The focus of the investigation is to obtain an accurate picture of what occurred by:

- a. Examining the scene of the incident and recording any physical evidence related to the event such as, the location of the person at the time of the event, any problem associated with the use of plant, equipment, or substances, or workplace conditions such as lighting, floor surface, warning signs, weather conditions.
- b. Interviewing persons involved and witnesses.

 <p>ANGASTON BIGG BARRIERS IMPROVED CRATING GROUP</p>	ANGASTON AGRICULTURAL BUREAU WHS INCIDENT REPORTING AND INVESTIGATION PROCEDURE	Version No: 1.0
		Issued: 15/10/2017
		Next Review: 15/10/2017

- c. Reviewing background information including:
 - i. Documented procedures, safe work instructions (SWIs) for the work being carried out and if there were any deviations from them.
 - ii. Maintenance and testing reports, if plant or equipment is involved.
 - iii. Training and competency.
 - iv. Any similar events that have occurred previously.

4.5.4. The findings shall be recorded on the Incident Report form.

4.6. Undertake a risk assessment

- 4.6.1. Coordinators shall conduct a risk assessment on the hazards identified in the investigation, or review the risk assessment if one already exists, to determine the required controls.
- 4.6.2. Executive shall consult with workers and other key stakeholders during this process.

4.7. Identify and implement corrective or preventative actions

- 4.7.1. Executive and Coordinators, in consultation with the person who was involved in the incident and, where relevant, other workers and their representatives, shall identify the corrective or preventative actions required to prevent a recurrence of the event.
- 4.7.2. Controls shall be selected in descending order from the Hierarchy of Controls, in accordance with the *Hazard Management Procedure*, and may include both short and long-term control measures.
- 4.7.3. The Incident Report form shall be finalised, and the investigation findings logged on the Hazard register.

4.8. Control or preventative actions review

- 4.8.1. The manager shall:
 - a. Discuss, monitor and evaluate controls for effectiveness in consultation with workers and other stakeholders, where relevant.
 - b. Recommence the risk assessment process if new hazards are identified.
 - c. Include a review of any controls implemented into workplace inspections and internal audit checklists.
 - d. Close out outstanding actions on the Hazard register.
 - e. Close out the Incident Report form when actions have been reviewed for effectiveness.
 - f. Management shall review incident statistics and direct action when required.
 - g. Minutes shall record outcomes of discussion and actions undertaken.

4.9. Monitoring and evaluation

- 4.9.1. Managers shall inform all workers about the control measures or corrective actions implemented, retain records and ensure that any new hazards that may have been introduced by the selected control methods are identified by:
 - a. Monitoring and evaluating controls for effectiveness
 - b. Recommencing the risk assessment process if new hazards are identified
 - c. Closing out Hazard register items with set time frames.
- 4.9.2. Management should:

 <p>ANGASTON BIGG BARRIERS IMPROVED CREATING OPPORTUNITY</p>	ANGASTON AGRICULTURAL BUREAU WHS INCIDENT REPORTING AND INVESTIGATION PROCEDURE	Version No: 1.0
		Issued: 15/10/2017
		Next Review: 15/10/2017

- a. Review incident statistics, audit results, legislative changes and other information relating to the incident reporting and investigation process and direct action when required. Meeting minutes should record outcomes of discussions and actions undertaken.
- b. Review incident risk assessments at least every 5 years.
- c. Include this procedure as part of the ongoing management review process and include the findings of internal audits into the procedure, as relevant.
- d. Set, monitor and review objectives, targets and performance indicators for any incident reporting and investigation program, as relevant.

5. Training

- 5.1. The training needs analysis should identify the incident reporting and investigation training needs of all workers.
- 5.2. Workers, visitors and contractors shall have the incident investigation and reporting procedure explained to them during the induction process.
- 5.3. Managers, as a minimum, shall be trained in incident investigation.
- 5.4. Persons undertaking risk assessments shall have specific training that includes legislative requirements.

6. Records

- 6.1. The following records shall be maintained:
 - 6.1.1. Incident report forms.
 - 6.1.2. Workers compensation documents.
 - 6.1.3. Records relating to the notification of incidents and the management of compensation claims for personal injury made on behalf of visitors and volunteers.
 - 6.1.4. Training records

7. Accountabilities

- 7.1. Management is accountable for the actions listed above, and:
 - 7.1.1. Recommending any budgetary expenditure necessary to implement this procedure.
 - 7.1.2. Providing workers with any necessary information, instruction, training and supervision to enable the application of this procedure
- 7.2. Workers are accountable for:
 - 7.2.1. Attending training when required.
 - 7.2.2. Completing any documentation required for a claim for Return to Work Claim
 - 7.2.3. Participating in incident investigation, as required.
 - 7.2.4. Complying with agreed corrective or preventative actions.
 - 7.2.5. Reporting any new hazards to their manager as they arise.
- 7.3. Contractors and visitors are responsible for complying with this procedure.

8. Review

- 8.1. This procedure shall be reviewed by management, in consultation with workers, every 5 years or earlier if one or more of the following necessitates change:
 - 8.1.1. Legislative compliance issues.

