

Incident & Near Miss Reporting

Objective

The purpose of this policy is to ensure that all incidents, including near misses, are reported, documented, and investigated to prevent future occurrences and promote a safe working environment.

Scope

This policy applies to all employees, contractors, and visitors within the organisation.

Definitions

- **Incident:** An unplanned event that results in injury, illness, damage, or loss.
- **Near Miss:** An unplanned event that did not result in injury, illness, damage, or loss but had the potential to do so.

Responsibilities

- **Employees, Contractors, Visitors:** Must report all incidents and near misses immediately to their Team Leader.
- **Team Leaders:** Must ensure that all incidents and near misses are reported, documented, and investigated. They are also responsible for implementing corrective actions.
- **Safety Officer:** Responsible for maintaining incident records, conducting investigations, and providing reports to management.
- **Management:** Ensures that resources are available for reporting, investigating, and addressing incidents and near misses.

Procedure

1. Reporting an Incident or Near Miss

Immediate Action:

- Ensure the safety of all personnel.
- If there are injuries, provide first aid and seek medical attention if necessary.
- For serious incidents, secure the area and prevent further access until it is safe.
- *For more information, please read our Medical Emergencies Policy & Procedures*

Notification:

- Report the incident or near miss to your Team leader immediately.
- Team Leaders must notify Management as soon as possible.

- *For more information, please read our Medical Emergencies Policy & Procedures*

Documentation:

- Complete the Incident Report Form within 24 hours of the incident or near miss.
- The form should include details such as the date, time, location, individuals involved, description of the incident or near miss, and any immediate actions taken.

2. Investigation

Initiate Investigation:

- The Safety Officer will initiate an investigation within 48 hours of the incident or near miss being reported.

Gather Information:

- Interview witnesses and involved parties.
- Review relevant documentation, including maintenance records and safety procedures.
- Collect physical evidence if applicable.

Analyse Information:

- Determine the root cause(s) of the incident or near miss.
- Identify any contributing factors.

Report Findings:

- Prepare an investigation report detailing the findings, conclusions, and recommended corrective actions.
- Submit the report to management within 7 days of the incident or near miss.

3. Corrective Actions

Implement Actions:

- Team leaders and managers are responsible for implementing corrective actions based on the investigation findings.
- Corrective actions should address the root causes and prevent recurrence.

Follow-up:

- The Safety Officer will monitor the implementation of corrective actions and assess their effectiveness.
- Conduct a follow-up review within 30 days to ensure corrective actions have been implemented and are effective.

4. Communication and Training

Communicate Findings:

- Share the findings and lessons learned from incidents and near misses with all employees.
- Incorporate these findings into safety meetings and training sessions.

Training:

- Provide regular training to employees on incident reporting and investigation procedures.
- Ensure employees understand the importance of reporting near misses and the role they play in maintaining a safe work environment.

5. Record Keeping

- Maintain all incident and near miss reports, investigation records, and corrective action plans for a minimum of five years.
- Ensure records are stored securely and are accessible for review by authorised personnel.

6. Review and Continuous Improvement

- Review this policy annually and after any significant incident to ensure its effectiveness.
- Update the policy as needed based on findings from incident investigations and changes in regulations or industry standards.

7. Acknowledgment:

I acknowledge that I have read and understood this policy / procedure "Incident & Near Miss Reporting"

Name:

Sign:

Date:

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