

3.15 Incident/Accident Investigation

POLICY TITLE: INCIDENT/ACCIDENT INVESTIGATION

FILE REF: SC278

EXPIRY DATE: FEBRUARY 2027

OBJECTIVES

To provide guidelines to assist Council comply with its obligations under the Work Health and Safety Act 2011 and support the concept of risk management so as to minimise accidents and incidents in the workplace.

POLICY STATEMENT

Lockhart Shire Council will carry out a preliminary review of all incidents, accidents, near misses and hazards which occur at its place of work within two (2) working days of being given notice by the employee or other third parties with a view to determining whether a more comprehensive investigation is warranted.

Council will apply the principles of risk management in performing its investigations. Council's Incident/Accident Investigation Procedure will be used to conduct all investigations associated with these occurrences.

It is the responsibility of the relevant Director to ensure all investigations are carried out in accordance with the Incident and Reporting Investigation Procedure.

PROCEDURE

1. The employee involved in the incident/accident or near miss MUST notify their immediate Supervisor IMMEDIATELY after the occurrence.
2. In the event of a death/serious workplace incident SafeWork NSW must be notified IMMEDIATELY by phoning 131 050 and the area around the incident must not be disturbed except to assist any injured persons and to avoid further injuries and problems.
3. Serious workplace incidents are also to be reported to the Police.
4. The employee(s) involved in an incident/accident which involves injury or property damage is/are required to complete Council's Injury/ Incident/ Near Miss Report Form and forward it to the relevant Director within 24 hours of the occurrence. In the event that they are unable to complete the Injury/ Incident/ Near Miss Report Form either a witness or Supervisor MUST complete it on their behalf and forward it to the relevant Director within 24 hours of the occurrence.
5. All 'near misses' and hazards identified MUST be reported by the employee(s) involved using Council's Incident Report Form. This report must be forwarded to the relevant Director within 24 hours of the occurrence.
6. The relevant Director (or a person delegated by them) will conduct a preliminary review within two (2) working days of receiving an Injury/ Incident/ Near Miss Report Form from an employee with a view to determining whether a more comprehensive investigation is warranted.
7. It is the responsibility of the relevant Director to ensure that a thorough investigation is conducted into all incidents, accidents, near misses, and/or reported hazards that occur at Council's place of work. In conducting these investigations a risk management approach shall be exercised in determining the most appropriate controls to minimise the risk associated with workplace hazards.
8. On completion of an incident/accident investigation process, corrective action and a specified time frame for corrective action SHALL be recommended by persons undertaking the investigation using the Injury/ Incident/ Near Miss Report Form.
9. The relevant Director is responsible for ensuring that appropriate corrective action is implemented within the specified time frame indicated on the report form. This will assist in eliminating and/or reducing the risk associated with the workplace hazard identified on the Injury/ Incident/ Near Miss Report Form. In the event that resources are not immediately available to the Director to enable corrective action the matter will forthwith be reported to the General Manager with appropriate recommendations for consideration.

WORK HEALTH & SAFETY COMMITTEE

1. The Work Health & Safety Committee can, in consultation with the relevant Director, carry out an inspection of Council's place of work at any time following an accident or possible hazardous situation which is brought to the attention of the Committee.
2. The Work Health & Safety Committee can make recommendations to Council to ensure the health and safety of persons at that place of work.

3.15 Incident/Accident Investigation (cont'd)

3. It is the objective of Council that persons required to conduct Incident/Accident Investigations will have completed an accredited Accident Investigation training course.

Adopted by Council – 19 February 2024

Refer Minute No. 26/24

Adopted by Council – 15 February 2021

Refer Minute No. 17/21

Adopted by Council 17 August 2009

Refer minute 283/09

Amendments Adopted by Council – 20 June 2005

Refer Minute No. 24669

Adopted by Council – 18 June 2001

Refer Minute No. 22703