

Hazard and Injury Reporting

This procedure sets out the internal and external reporting requirements of injuries and hazards. It applies to all students, contractors, consultants, employees, visitors and clients of the Institute while on any Holmesglen owned or occupied site, use of Institute vehicles or while engaged in official Institute activities.

RESPONSIBILITY:

HIT EMPLOYEE /
CONTRACTOR /
STUDENT / VISITOR

HIT EMPLOYEE /
CONTRACTOR /
STUDENT / VISITOR

HIT EMPLOYEE
in conjunction with
HOC / HOAD / TCM

HIT EMPLOYEE /
CONTRACTOR /
STUDENT
in conjunction with
HOC / HOAD / TCM

HOC / HOAD / TCM
in conjunction with
HEALTH AND
SAFETY
REPRESENTATIVE
(HSR)

PERSONNEL
MANAGER

HOC / HOAD / TCM
in conjunction with
HSR

HIT EMPLOYEE /
CONTRACTOR /
STUDENT
in conjunction with
HOC / HOAD / TCM

NOTES:

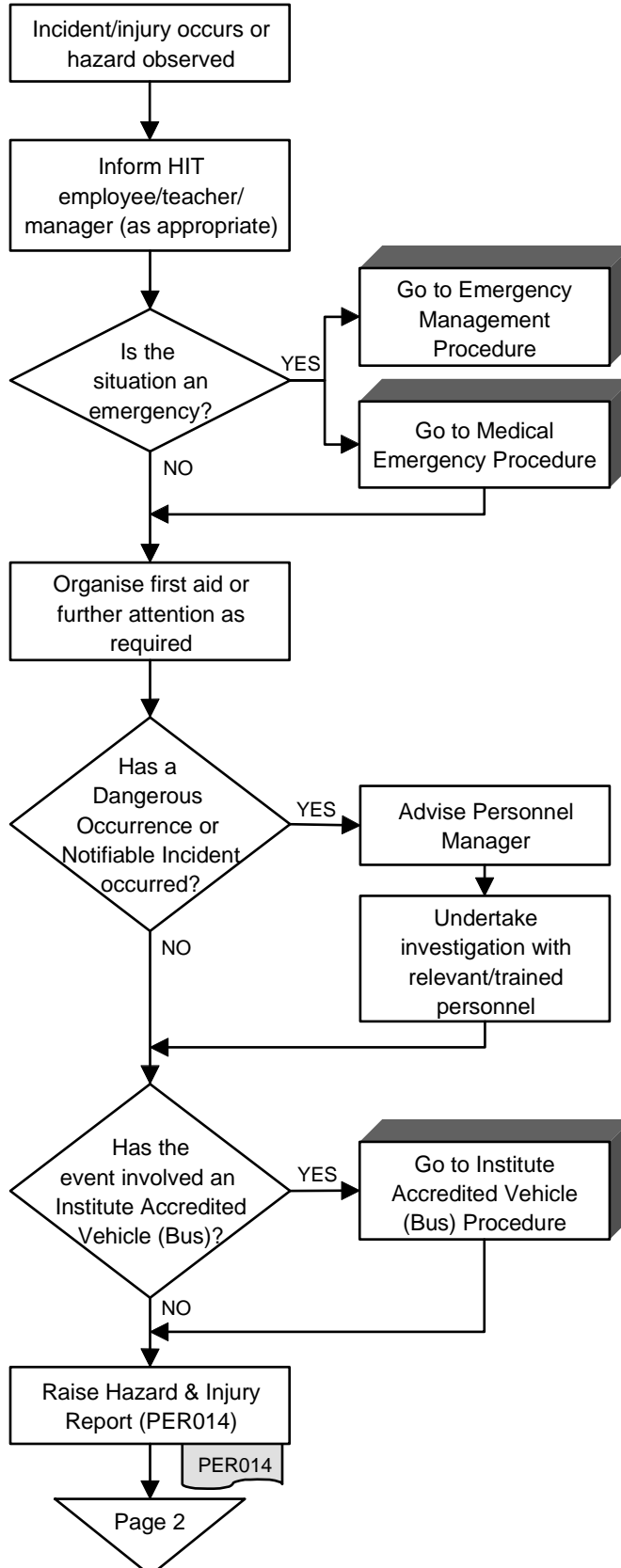


Where employees are not clear of the severity of a situation the HOC/HOAD/TCM shall be advised.

In the case of death occurring, where practicable, the site of the incident must be preserved until directed by WorkSafe Inspector.

In instances where the hazard/injury involves issues that may result in a Notifiable Incident/Dangerous occurrence, Hazard & Injury Reports shall be escalated immediately to comply with external reporting requirements.

Hazard & Injury Report is available from the Personnel Department. Provide copy of Hazard & Injury Report to injured person.



RESPONSIBILITY:

NOTES:

