

INCIDENT REPORTING POLICY

Counsel's Chambers Ltd (CCL) is committed to reducing the impact and severity of incidents in the workplace.

Objective:

CCL will identify and record all WHS incidents, whether or not these cause injury or damage, to ensure potential for harm is minimised and to prevent recurrence.

Policy:

An incident can include injury, illness, fatality, near miss or dangerous occurrence.

CCL will ensure the provision of coordinated Incident reporting by implementing documented procedures for:

- Emergency Response and harm minimisation action
- Notification to relevant Authorities for serious incidents
- Incident reporting
- Responsible persons
- Incident investigation
- Consultation with relevant persons (confidential where applicable)
- Identification of root causes
- Corrective and Preventative Actions
- Review of effectiveness of corrective/preventative actions
- Regular review of all incidents to identify any trends
- Report and action identified trends
- Meet legislative requirements for record keeping.

General Manager: _____ **Date:** ____ / ____ / ____

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