

## ACCIDENT, INCIDENT & NEAR MISS REPORTING

### POLICY STATEMENT:

Logifix Freight Solutions wants to reduce dangers to health and safety by creating and maintaining improved working conditions, free from recognised hazards that might cause serious physical injury.

Logifix Freight Solutions provides all of its employees with Workers' Compensation insurance as required by law, Benefits, including salary, will be paid in accordance with State law.

Logifix Freight Solutions requires that all incidents, injuries **AND** near misses be reported, to ensure appropriate action is taken to prevent further incidents. *(A near miss is described as something that almost happened and could have caused serious injury, and that could happen again)*

Logifix Freight Solutions will maintain a log of all occupational injuries and illnesses.

### PROCEDURE:

- a. Any employee suffering an injury or illness that is work-related is responsible for reporting that illness or accident, no matter how minor, to their direct manager.
- b. Employees failing to report a work-related illness or accident or delaying such a report may have their Workers' Compensation benefits adversely affected.
- c. All serious incidents involving personal injury to any person or property damage must be reported immediately to your direct manager.
- d. Logifix Freight Solutions will log each recordable injury or illness in its Accident, Incident and Near-miss Register. This information will be kept current, maintained accurately and retained for a period of five (5) years.
- e. Logifix Freight Solutions will use any 'near-miss' reports to investigate potential hazards and take any appropriate actions to prevent future incidents.
- f. Logifix Freight Solutions maintains a Hazard Register for all employees to use to notify us of any potential hazards in the workplace. While all hazards should be documented in the Hazard Register, any serious 'near-miss' should also be reported via an Accident, Incident or Near-miss Report Form for the purpose of immediate investigation.
- h. Logifix Freight Solutions provides an Accident, Incident or Near-miss Report Form to use when reporting accidents, injuries and near-misses. Information required to be completed on the Accident, Incident or Near-miss Report Form includes:
  - Employee Name and Job Title
  - Date and Time of incident, injury or illness
  - Exact location of the incident or injury
  - How it happened
  - The nature of the incident and any body parts affected and/or property damage
  - Any witnesses
  - The date when you notified your manager of the incident

- i. A blank Accident, Incident or Near-miss Report Form can be requested from a member of the Management Team.
- j. All incidents must be reported to the General Manager and Managing Director as soon as possible, and the report filed.
- k. Logifix Freight Solutions complies with its obligations under the OHS Act 2004, where any injury or accident resulting in serious injury (hospital visit required), or death will be reported to the Victorian WorkCover Authority immediately. The Managing Director is responsible for this notification. Where the Managing Director is not immediately contactable, the Administration Manager assumes this responsibility on their behalf.