

# STAGE DOOR SAFE STANDARD OPERATING PROCEDURE

## INCIDENT REPORTING PROCEDURE 1.02

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## 1. PURPOSE

The purpose of this procedure is to detail the process for reporting, recording and investigating incidents.

## 2. SCOPE

This procedure applies to Stage Door employees, visitors and sub contractors.

## 3. RESPONSIBILITIES

### 3.1 PRINCIPAL

- Ensure the procedure is implemented as part of the safety management system;
- Ensure adequate resources are available to apply the procedure;
- Review and sign off the incident report & investigations forms

### 3.2 SAFETY

- Ensure the procedure is applied in the workplace including training people in the procedure;
- Regularly monitor the workplace and workplace practices to ensure compliance with the procedure;
- Review the procedure with their people regularly.

### 3.3 VISITORS/SUB CONTRACTORS

- Comply with the requirements of the procedure;
- Review the procedure with Supervision regularly.

## 4. PROCEDURES

### 4.1 FIRST AID OR INCIDENT DAMAGE/NO DAMAGE

- Incident must be reported to Principal immediately.
- Complete Incident Report Form with Principal.
- Report to be submitted to the office within 24 hours

### 4.2 ENVIRONMENTAL INCIDENT

- Incident must be reported to the Principal immediately for assessment;
- Principal Complete Incident Report Form and Investigation if required;
- Report to be submitted to the office within 24 hours

### 4.3 MEDICALLY TREATED INJURY OR FATALITY ACCIDENT

- All work is to cease immediately so the incident scene is preserved.
- Notify Principal immediately.
- Notify the Client representative (if site based) immediately.
- After the initial Incident Report Form has been completed, a full investigation must be conducted within 48 hours. The Principal shall notify the sites responsible person, as they may need to notify any relevant statutory authorities.

### 4.4 STATUTORY REPORTABLE INCIDENT

- As for all high potential incidents, serious incidents completed by Principal.

### 4.5 INCIDENT INVESTIGATION

- Primary reasons for incident investigation are:
  - To determine primary (root) causes;
  - To determine contributing factors;

- To determine key lessons to be taken from the incident and communicated to workforce;
- To help improve operations to prevent reoccurrence;
- To support workers rehabilitation processes;
- To support legal requirements and processes.
- All incidents that are classified as or has the potential to be a HPI, serious incident, medical/lost time or moderate/high/unacceptable environmental incidents must be investigated within a 48 hour time period of being reported.
- The initial Incident Report Form and all relevant attachments must be provided to the Principal as soon as completed to enable the investigation process to be planned and commenced.

#### **4.6 INCIDENT INVESTIGATION PROCESS**

- Preserve the incident scene. Do not disturb the site or the evidence;
- Report the accident occurrence to a designated person within the time frame required and complete an Incident Report Form;
- Take photographs of the site or sketch details;
- Take detailed witness statements – statements should focus on facts rather than opinion. Details of actions and conditions undertaken, observed and heard provide a clearer picture of the events leading up to the incident, during the incident and after the incident;
- Investigate the accident using the Incident Investigation Form; Identify the primary (root) causes and contributing factors;
- Verify the facts against evidence obtained or further evidence gathering processes;
- Report the findings including key learning's from the investigation;
- Develop a plan for corrective actions and allocate responsible persons to close out the actions;
- Implement the plan in a timely manner;
- Evaluate the effectiveness of the corrective action during toolbox sessions, inspections, audits and safety meetings. Specific monitoring will allow management to ensure safety was improved as a result of the incident.
- Make changes for continuous improvement.

## **5. REFERENCES**

Health and Safety at Work Act 2015



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*I acknowledge that I have read the Safe Standard Operating Procedure and that I understand and will comply with the requirements encompassed by this procedure.*

| Date | Name | Position | Signature |
|------|------|----------|-----------|
|      |      |          |           |

### *Principal Signature*

| Date | Name | Position | Signature |
|------|------|----------|-----------|
|      |      |          |           |