



Incident & Injury Management Australian Education Union ACT Branch Policy

Policy Number	POL041	Version	1
Last Reviewed	09 Dec 2020	Next Review	09 Dec 2023

PURPOSE

The Union will ensure a safe workplace through clear and transparent incident and near miss reporting processes.

POLICY

All incidents that result in, or have the potential to result in, property damage or an injury to a person must be reported to the Branch Secretary as soon as practicable.

Incidents will be investigated by the Branch Secretary and the most appropriate corrective action will be taken to ensure the incident does not reoccur.

Worksafe ACT will be informed of any notifiable incidents in accordance with legislative requirements.

RESPONSIBILITIES

The Branch Secretary will:

- make all employees aware of this policy;
- investigate all incidents and near misses; and
- recommend appropriate corrective action.

Health and Safety Representative will:

- represent the work group in matters relating to health and safety incidents and near misses;
- monitor investigations into incidents and near misses undertaken by the Branch Secretary;
- support work group members through the process of reporting an incident or near miss as required;
- investigate complaints raised by members of the work group in relation to health and safety, including incident and near miss reporting; and
- inquire into anything that appears to be a risk to the health and safety of workers in the work group.

All workers will report incidents to the Branch Secretary as soon as practicable and act to keep themselves and others safe.

The Business Manager will report any damage or injury to the relevant insurer as required.



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PROCEDURES

1) Immediate Action

- In the event of an incident, any person involved in or witness to it, must take all reasonable steps to remove themselves and any other person from immediate harm.
- All injuries should be assessed by the First Aid Officer and treated in accordance with the First Aid Policy (POL040).
- Report the incident to the Branch Secretary as soon as practicable.

2) Documentation & Reporting

- An Incident Report must be completed as soon as practicable by the affected employee for any incidents resulting in property damage, injury to a person or a near miss.
- If the affected employee cannot make a report within 48 hours of the incident, their supervisor will be responsible for ensuring that the incident is reported on their behalf.
- If a staff member has been, or may have been, injured at work, the Branch Secretary will ensure that they have been advised of the availability of workers compensation.
- The Business Manager will, if required, report the incident to the relevant insurer and ensure any other additional documentation is completed as required.

3) Investigation and Mitigation

- The Branch Secretary or delegate will investigate all incidents or near misses as required.
- The Branch Secretary will implement the appropriate controls and take the appropriate action, in consultation with all relevant Work Health and Safety duty holders.

RESOURCES

Operational activities related to this policy are to be delivered within budgeted office resources.