



## OCCUPATIONAL HEALTH AND SAFETY POLICY: INCIDENT AND INJURY REPORTING

### INTRODUCTION

The safety of its participants and employees is a core operating principle for the Prospect and Enfield Kindergym Inc. It is committed to ensuring incidents are reported and investigated to ensure that the possibility of recurrence or further risk is minimised.

Prospect and Enfield Kindergym Inc. understands the importance of incident reporting and investigation and has developed hazard inspection, hazard reporting and maintenance programs to minimise the workplace accidents or dangerous occurrences.

### PURPOSE

This policy has been developed to ensure that all employees (including volunteers) understand the processes to be taken in the event of a dangerous occurrence or accident.

### DEFINITION

*Incident* refers to any event which causes or could have caused injury, illness, damage to equipment, property, material, or the environment or public alarm.

### POLICY

Prospect and Enfield Kindergym Inc. commits to preventing workplace accidents and minimising dangerous occurrences.

Prospect and Enfield Kindergym Inc.:

- Provides a mechanism for reporting accidents, incidents, work-related illness and dangerous occurrences;
- Investigates accidents to determine the root cause with the objective of preventing a recurrence;
- Obtains statistical information about the accident or incidents;
- Meets legislative requirements for reporting accidents and incidents.

All accidents or incidents that result in an injury or work-related illness during the course of work must immediately be reported to the Volunteer Management Committee and/or First Aid Officer.

Any dangerous occurrence which has the potential to result in injury or damage to property must be reported in the same manner as an accident.

The most appropriate corrective action will be taken to ensure the incident does not recur.

Policy name	INCIDENT AND INJURY1	Approved by Committee on	Sept 2016
		Reviewed	Oct 2021
		Scheduled review date	Oct 2023