



INCIDENT AND ACCIDENT REPORTING POLICY AND PROCEDURES

Purpose

The purpose of this Incident and Accident Reporting Policy and Procedures is to establish a clear and systematic approach for reporting, investigating, and documenting incidents and accidents that occur within Trendie's operations. This policy aims to ensure the health, safety, and wellbeing of all employees, contractors, visitors, and other stakeholders by promoting a safe working environment and complying with Australian workplace health and safety legislation and regulations.

Scope

This policy applies to all employees, contractors, visitors, and anyone else present at Trendie's premises or engaged in work-related activities. It covers all incidents, accidents, near misses, and hazardous situations that may occur in the workplace, including those resulting in injury, illness, property damage, or potential harm.

Definitions

- **Incident:**

An unplanned event that resulted or could have resulted in injury, illness, damage, or other loss.

- **Accident:**

An incident that results in harm or damage to a person, property, or the environment.

- **Near Miss:**

An event that did not result in injury or damage but had the potential to do so.

Policy Statement

Trendie is committed to providing a safe and healthy work environment by ensuring that all incidents and accidents are reported, investigated, and addressed promptly. We are committed to complying with the relevant Australian Work Health and Safety (WHS) legislation, including the Work Health and Safety Act 2011 (Cth) and corresponding state and territory regulations.



Reporting Obligations

All employees, contractors, and visitors have a duty to report any incident, accident, or near miss immediately to their manager or supervisor. Prompt reporting ensures that appropriate actions can be taken to prevent recurrence and to provide necessary support to those affected.

Procedures for Reporting Incidents and Accidents

- **Immediate Action:**
 - In the event of an incident or accident, immediate action must be taken to ensure the safety of all individuals involved. This includes providing first aid if required and calling emergency services if necessary.
 - Secure the area to prevent further harm or damage.
- **Notification:**
 - Notify the immediate supervisor or manager as soon as possible after the incident occurs.
 - The manager is responsible for informing the Health and Safety Representative (HSR) and the Human Resources (HR) department immediately.
- **Documentation:**
 - The individual reporting the incident must complete an Incident Report Form within 24 hours of the occurrence. This form should include details such as the date, time, location, nature of the incident, and any witnesses.
 - All incidents, regardless of severity, must be documented to ensure a comprehensive record is maintained for future reference and compliance purposes.
- **Investigation:**
 - The HR department, in collaboration with the HSR and relevant managers, will conduct a thorough investigation to determine the cause of the incident and to identify any contributing factors.



- The investigation will involve collecting evidence, interviewing witnesses, and reviewing safety procedures and controls.
- A root cause analysis will be performed to identify underlying issues and prevent future occurrences.
- **Corrective and Preventive Actions:**
 - Based on the investigation findings, corrective and preventive actions will be developed and implemented to address the root cause of the incident.
 - This may include revising safety procedures, providing additional training, or implementing new safety measures.
 - All actions taken will be documented and monitored for effectiveness.
- **Communication:**
 - The outcome of the investigation and any changes to safety procedures will be communicated to all employees to raise awareness and prevent similar incidents.
 - Employees will be encouraged to provide feedback and suggestions for improving workplace safety.

Compliance with Legislation

This policy complies with the Work Health and Safety Act 2011 (Cth) and relevant state and territory WHS regulations, including the requirement to notify SafeWork Australia of any notifiable incidents such as serious injuries, illnesses, or dangerous occurrences. Trendie is committed to ensuring that all reporting, investigation, and documentation processes adhere to these legal obligations.

Responsibilities

- **Employees and Contractors:**

All employees and contractors are responsible for promptly reporting any incidents, accidents, or near misses to their supervisor. They must cooperate with investigations and participate in training and awareness programs related to workplace safety.



- **Supervisors and Managers:**

Supervisors and managers are responsible for ensuring that incidents are reported and documented according to the procedures outlined in this policy. They must take immediate action to address hazards and support the investigation process.

- **Health and Safety Representative (HSR):**

The HSR is responsible for representing the safety interests of employees, participating in investigations, and assisting in the development and implementation of corrective and preventive actions.

- **Human Resources (HR) Department:**

The HR department is responsible for overseeing the incident reporting and investigation process, ensuring compliance with WHS legislation, and maintaining records of all incidents. HR will also provide training and support to employees and managers regarding incident and accident reporting procedures.

Confidentiality

All incident and accident reports and investigations will be treated with the utmost confidentiality. Information will only be disclosed to individuals involved in the investigation or as required by law.

Review and Continuous Improvement

This Incident and Accident Reporting Policy and Procedures will be reviewed annually to ensure it remains effective and compliant with current legislation and best practices. Any changes will be communicated to all employees, and feedback will be sought to enhance the policy further.

Training and Awareness

Employees will receive training on incident and accident reporting procedures during their induction and as part of ongoing safety training programs. Regular awareness sessions will be conducted to reinforce the importance of reporting and to encourage a proactive safety culture.

By adhering to this policy, Trendie commits to maintaining a safe and healthy workplace, ensuring the well-being of all employees and stakeholders, and fostering a culture of safety and continuous improvement.



Incident/Accident Reporting Template

Section	Details
Incident/Accident Details	
Date of Incident	
Time of Incident	
Location of Incident	
Type of Incident	
Description of Incident	
Immediate Actions Taken	
Injured Parties	
Name(s) of Injured Party(ies)	
Contact Information	
Nature of Injury	
First Aid Provided	
First Aid Provider	



Witnesses	
Name(s) of Witness(es)	
Contact Information	
Investigation Details	
Investigator(s)	
Date of Investigation	
Summary of Findings	
Corrective and Preventive Actions	
Actions Taken	
Responsible Person(s)	
Completion Date	
Sign-off	
Reported By	
Date Reported	



Trendie

Manager Approval	
HR Approval	

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