

# ***SAFETY PROCEDURE***

## **HEALTH AND SAFETY MANAGEMENT PROCEDURE FOR INCIDENT MANAGEMENT**

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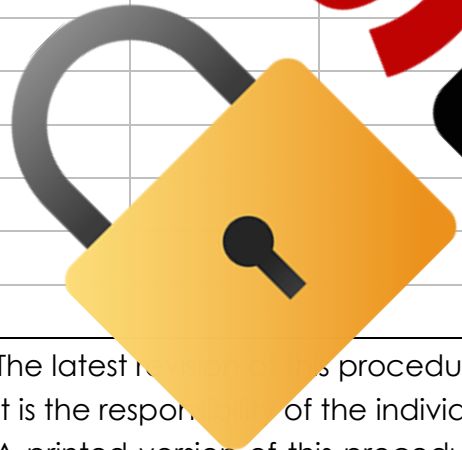
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# 1. APPROVAL

Document Control			
Document:	HS-MP-10 – Incident Management		
Version:	1.0		
Released:	Insert Date		
Review Date:	+ 1 year		
Prepared By:	Insert Person	Position:	Insert Position
Reviewed By:	Insert Person	Position:	Insert Position
Approved By:	Insert Person	Position:	Insert Position
This procedure is reviewed to ensure its continuing relevance to the systems and processes that it describes. A record of contextual additions or omissions is maintained.			
Amendment Record			
Version	Date	Context	Summary of Amendments
1.0	Insert Date	To develop, manage and maintain methods for responding to incidents.	Original
The latest revision of this procedure is on Insert Your Company intranet site. It is the responsibility of the individual to ensure that any hardcopy is the current revision. A printed version of this procedure is uncontrolled, except when provided with a document title and revision number in the field below and marked as 'Controlled Copy'.			
Document Title:	Incident Management		Rev: 1.0
Uncontrolled Copy:	<input checked="" type="checkbox"/>	Controlled Copy:	<input checked="" type="checkbox"/> Date: Insert Date



## 2. PURPOSE

The purpose of this procedure is to develop and maintain methods for responding to incidents that result in injury or damage, or otherwise have the potential to cause harm or damage, and to set clear responsibilities and accountabilities to ensure incidents are responded to, investigated and reported appropriately.

Additionally, this procedure ensures that records and statistics regarding incidents are maintained and legal obligations are met and enable management to predict and prevent the recurrence of similar incidents by the study of trends, cause and effect.

## 3. SCOPE

This procedure applies to the reporting, investigation and evaluation of incidents and near misses within **Insert Your Company**. It will apply to all employees and contractors and incidents that have caused injury or damage or have the potential to cause injury or damage.

When incidents occur, appropriate action shall be taken, including:

- Timely reporting and communication to relevant people
- Thorough and appropriate investigation to establish immediate causes (contributing factors) and underlying (root) causes
- Establishment of appropriate corrective (immediate and preventive) actions to prevent recurrence of the incident
- Follow-up and review of corrective action plan implemented and are effective.

## 4. TERMS AND DEFINITIONS

Term	Definition
Complaint	is any comment on the operations or products of the company by members of the public (including employees) or regulatory authorities, where those comments are communicated to an employee of the company either verbally or in writing.
Dangerous Environmental Incident	means an incident, involving contamination of the environment, that the administering authority is satisfied has caused or is likely to cause serious or material environmental harm.
Dangerous Electrical Event	Means: <ul style="list-style-type: none"><li>• When a person, for any reason, is electrically unsafe around high voltage electrical equipment, even if the person doesn't receive an electric shock or injury.</li><li>• Significant property damage caused by electricity or something originating from electricity e.g. Electrical fire</li><li>• Unlicensed electrical work.</li></ul>