

### 1. Purpose

This procedure will assist in the completion of the a Risk Hazard Incident Report and to ensure greater input of workers, supervisors and managers for the prevention of injuries or illness in the workplace and the early detection of any potential risk and/or hazard that may result in injury or illness.

### 2. Scope

This procedure applies to all workers, volunteers, students and contractors. A Risk Hazard Incident report must be completed for any near miss, any risk, or hazard that has the potential to cause injury, or illness or property damage or an incident that has caused property damage, injury or illness to a worker whether they are lost time or not, or any incident involving a third party that was related to Council activities.

### 3. Definitions

**Workers** – All workers, volunteers, students and contractors

**Council** - Greater Hume Council

**The Regulator** – SafeWork NSW

**RWHS Committee** – Councils Risk & Work Health safety Committee

**ELT** – Executive Leadership Team

### 4. Responsibility

All workers are responsible for reporting risks incidents and hazards that are identified or occur in the workplace. Failure to do so may result in disciplinary action.

Supervisors/Managers are responsible for investigating all incidents, identified risks or identified hazards and implementing corrective action as required.

Managers are responsible for reviewing the action taken to ensure that they are satisfied that the action taken has addressed the incident, risk or hazard reported.

People & Culture Officer and/or Risk & Safety Coordinator is responsible for collecting the data and ensuring the above responsibilities have been met. Once a review of the data has been reviewed and recorded in Besafe and then filed in Magiq and the People & Culture Officer and Risk & Safety Coordinator is satisfied that the proposed action has been taken and has addressed the risk/hazard/incident the report can be closed. This data is to be reported to ELT and the RWHS Committee for review.

### 5. Procedure Instruction

#### Worker

When a risk/hazard is identified or there is an incident experienced by an worker, the worker is responsible for reporting the details to their supervisor/manager.

Any incident, risk or hazard must be reported as soon as practicable after it occurs or is noticed and in any case no more than 1 working day afterwards.

Any risk/hazard that has the potential to cause death or serious injury to any worker or member of the public must be reported immediately, and the person reporting the risk/hazard must do everything within his/her control to prevent injury from the risk/hazard until the risk/hazard is minimised, or where appropriate, eliminated.

Details of incidents and risks/hazards shall be recorded on a Risk Hazard Incident Report form. These forms are located on Magiq, at Council's 3 depots, swimming pools, landfills or from People & Culture Officer and Risk & Safety Coordinator.

The completed Risk Hazard Incident Report form is to be given to the supervisor/manager responsible for the person completing the form.

### Supervisor

A Risk Hazard Incident Report must be completed by the supervisor/manager whenever a Risk Hazard Incident has been brought to their attention. Due thought must be given to identifying the events that led to the incident or risk/hazard occurring.

The form is to be forwarded to the relevant Director/Manager within **2 working days** of the Risk Hazard Incident Report being received.

A supervisor receiving a report of a serious risk/hazard/incident must take **immediate action**. If the risk/hazard/incident has caused a fatality, serious injury or illness, the supervisor must notify **your Director immediately who will then notify the General Manager**.

In the event of a fatality, serious injury or illness, the supervisor is to contact the necessary emergency services.

Part 3 of the WHS Act requires the regulator to be notified of serious workplace incidents and for the site of these incidents to be preserved until an inspector arrives or directs otherwise. In summary Part 3 of the WHS Act requires:

- Immediate notification of a 'notifiable incident' to the regulator after becoming aware of it
  - If the regulator asks – written notification with 48 hours of the request, and
  - Preservation of the incident site until an inspector arrives or directs otherwise.
- Failing to notify is a criminal offence and penalties apply.

A notifiable incident as outlined in WHS Act is:

- The death of a person
  - A serious injury or illness, or
  - A dangerous incident arising out of work carried out by a business or undertaking or a workplace.
- Notifiable incidents may relate to any person – whether an worker, contractor or member of the public.

Where there has been a notifiable incident the People & Culture Officer or Risk & Safety Coordinator will notify the regulator.

### Section Manager

Managers are responsible for reviewing the risk/hazard/incident and the action proposed or taken by the supervisor.

If the Manager is not satisfied with the action proposed/taken and feels it is inadequate or inappropriate the Manager is to promptly address this with the supervisor responsible.

The Manager will then forward the completed Risk Hazard Incident Report to the People & Culture Officer and Risk & Safety Coordinator as soon as they are satisfied that the corrective action taken or proposed has addressed the risk/hazard/incident that has been reported.

### People & Culture Officer and Risk & Safety Coordinator

The People & Culture Officer and Risk & Safety Coordinator will review the action taken in consultation with the relevant parties. Once satisfied that all appropriate action has been taken to prevent a re-occurrence, reduction of the risk, or removal of the hazard, will close the matter off. The report will not be closed off until the person who has made the report is satisfied with the action taken.

The People & Culture Officer and/or Risk & Safety Coordinator shall present details of the Risk Hazard Incident Reports for review by the RWHS Committee on a quarterly basis.

In the case of injury to an worker the People & Culture Officer will ensure that the worker has been provided with Workers Compensation Claim forms.

### Note:

The information you provide may prevent an accident occurring or will assist in the prevention of accidents and incidents in the future. Everybody has a role to play in maintaining a healthy and safe work environment.

A proactive approach to addressing risk/hazards as they become known is far better than being re-active after an incident or injury has occurred.

## 6. Training

As required

## 7. Links to Policy

Work Health & Safety Policy  
Work Health & Safety Consultation Policy  
Risk Management Policy

## 8. Links to Other Procedures

WHS Planning Procedure

## 9. Links to Forms

Risk Hazard Incident Report

## 10. References

StateCover Mutual  
Safe Work NSW

## 11. Relevant Legislation

WHS Act 2011  
WHA Regulation 2017

## 12. Associated Records

BeSafe  
Magiq

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