

Injury & Incident Investigation Policy

Policy brief & purpose

Elite Project Solutions (EPS) records all injuries on the Register of Injuries.

Where the injury requires medical attention or off-site treatment, EPS completes an Incident Investigation Report.

Copies of Incident Investigation Reports are provided to the principal contractor, as required.

Injuries:

All injuries are reported to the designated First Aid Officer in the workplace.

Incidents:

For all incidents involving near misses, property/plant damage or injury to the public or the environment, EPS investigates and records the details in an Incident Investigation Report.

Copies of completed Incident Investigation Reports are provided to the principal contractor, as required.

Notifiable Incidents:

EPS reports all notifiable incidents to the relevant Authority.

Where such an incident has occurred, EPS considers whether the site needs to be preserved for investigation by the relevant Authority.

Record Keeping:

EPS keeps records of incidents and injuries in accordance with statutory requirements.

APPROVED:

This Policy will be reviewed every 12 months to ensure its appropriateness, accuracy and value.



Craig Riding

Director



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Director