

Workplace Safety and Wellbeing Management System

Incident Reporting and Investigation

Standard 9

Our Values:



Collaboration



Communication



Integrity



Efficiency



Leadership

TOGETHER WE PROUDLY ENHANCE THE QUALITY OF LIFE FOR OUR COMMUNITY

Intent

Identify potential incidents and critical situations that may occur and prepare to mitigate impacts to people, workplace, customers, community and the environment. Workplace Safety and Wellbeing (WSW) incidents, including near misses, are reported, investigated and analysed to ensure that preventative actions are taken and learning's shared throughout the organisation.

Performance Requirements

- Systems are in place for timely reporting, investigation and appropriate communication of all WSW incidents to meet council incident management requirements.
- WSW incidents to be reported include those with any health, safety, technical integrity, security, regulatory, environment and/or community impact. This includes improvement notices, fines, prosecutions, community complaints and social or cultural heritage disturbances.
- The reporting of near misses and potential serious hazards is required as a valuable opportunity for learning.
- Systems are in place for full compliance with applicable legislative requirements related to incidents, including reporting to authorities, keeping of records, investigations and other actions as required in each jurisdiction.
- Incident investigations, including identification of root causes and preventative actions, are conducted. The level of the investigation is appropriate to the actual or potential consequence of the incident.
- Significant Incidents are immediately notified to Executive Leadership Team who should be in a position to make further reports to media if required.
- In the event of a significant incident, systems are in place to prevent resumption of work until the risk is assessed, evidence gained, and actions have been taken to reduce the risk of recurrence, to the satisfaction of Regulators/relevant Authorities (if required). Authorisation to resume work is then to be given at the appropriate level or from the Regulatory authority.
- Where possible, information gathered from incident investigations is analysed to identify trends and is used in the improvement of systems and procedures.
- Systems are in place to follow up and close out all identified corrective actions.
- Safety initiatives are implemented based on analysis of safety incident data.

For more information, visit the
Workplace Health and Safety Management Plan
via The Wire Employee Centre

