



**Assessment Questionnaire
Accident and Incident Reporting**



**15 Minute Safety Presentation
Accident & Incident Reporting**

15 MINUTE SAFETY PRESENTATION – ACCIDENT & INCIDENT REPORTING

INTRODUCTION

Accidents and incidents happen all the time. They can range from minor inconveniences, to major accidents and incidents that ultimately result in death.

The purpose of this safety presentation is to explain why it is important to report all accidents and incidents and what the company does with the information provided to it via the accident reporting system.

Accidents and incidents will continue occurring if they are not reported. By reporting them to your supervisor or safety representative immediately, you will assist in:

- ensuring management and your workmates are aware of possible hazards;
- you can minimise the chances of the same problem re-occurring;
- you will meet your legal obligations under the relevant OH&S legislation; and
- promote an investigation to find out how and why it happened.

By reporting and investigating accidents and incidents you help to make your workplace safer for both yourself and your workmates.

THE DIFFERENCE BETWEEN AN ACCIDENT AND AN INCIDENT

People often think that an “accident” and an “incident” are the same. However, it’s important to remember the difference between them, as there maybe a legal obligation to report both.

Both accidents and incidents are unplanned and undesirable events but there are differences.

An accident can be defined as an occurrence that **results in**:

- personal injury, whether it’s minor or major;
- loss of productivity/production;
- environmental damage; and
- damage to property, equipment and machinery.

An incident can be defined as an occurrence that has the **potential to result in**:

- personal injury, whether it’s minor or major;
- loss of productivity/production;
- environmental damage; and
- damage to property, equipment or machinery.

The key phrases to remember in this case are “**results in**” and “**potential to result in**”.

Incidents are also known as **near misses**.

THE ACT OF ACCIDENTS AND INCIDENTS

When an accident or incident occurs you must report it immediately to your supervisor or your safety representative. Be careful not to interfere with the scene of the problem, as it could prolong and even jeopardise the outcome of any investigation. If a serious accident occurs that may have resulted in major equipment damage, serious injury or death, outside professionals and representative from government departments may need to attend and conduct their investigations.

It may seem like a lot of paperwork but reporting accidents and incidents is not only a legal obligation, it is a practice that could save you and your workmates from injuries or death in the future.

When you report an accident or incident:

- it makes everyone aware that there is a problem. This lessens the likelihood of the same thing happening again;
- it allows your employer to carry out a proper investigation and identify any causes;
- it could well allow your employer to take action to immediately fix the problem;
- if the root cause is more serious, it gives your employer the opportunity to make your workplace safer by improving your work practices;
- you are meeting your obligation and duty according to statutory law; and
- you could in fact be saving a life by reporting it.

THE NEED FOR PROMPT REPORTING

Sometimes employees don't always report accidents and incidents straight away, especially minor ones.

This means the company often finds out about them well after the event or may never actually know of an accident or incident.

This is more often too late to carry out effective investigations and during that time the accident or incident has the potential to happen again.

Some of the reasons employees are reluctant to report accidents or incidents are:

- fear of getting blamed for the incident or accident;
- fear of retribution and being labeled unfairly;
- peer pressure not to report;
- fear of the supervisor's negative reaction;
- not wanting to contribute to the company's loss time or accident record; and
- failing to understand the significance of the accident or incident.

You have an obligation and duty to report accidents and incidents at all times.

Failure to report may result in someone injuring themselves or even worse, because proper corrective action couldn't be taken to prevent it. As a result you may be subjected to ramifications under the relevant legislation.

THIS IS AN 8-PAGE DOCUMENT.