

Work Procedure / Instruction

Procedure number: QMS010

Title: Near Miss Reporting

1. Objectives:

The objective of this procedure is to minimise the risk of incidents and injuries occurring at the workplace by identifying hazards and reporting them. We all have a responsibility to identify hazards and the Bunbury Harvey Regional Council (BHRC) has introduced processes for reporting and managing them.

Collecting near-miss reports helps create a culture that seeks to identify and control hazards, which will reduce risks and the potential for harm.

Employee participation in any near-miss program is vital as its employees themselves who witness these events.

Workers should be trained on how to properly identify and recognize potential hazards. To help make it easy for employees to submit near misses and ensure good data, we will allow them to return near-miss reports anonymously.

The focus is on learning what not to do, rather than what we did wrong or assigning blame.

Accidents are prevented by identifying hazards and potential causes of hazards and implementing appropriate controls to manage the risk.

Reporting a Near Miss is an opportunity to teach others about the hazards that may exist and how to maintain a safe working environment for all.

2. Guidelines:

The purpose of this procedure is to outline the requirements for the reporting of near misses and hazards that are identified and incidents that occur at workplaces, owned, managed or controlled by BHRC.

This procedure aims to ensure:

- Prevention of injury and/or reoccurrence of a similar incident
- Agreed preventative and corrective actions identified are implemented, monitored and reviewed for effectiveness
- Reporting of data in a consistent manner
- Involvement of appropriate personnel

This procedure also outlines the requirements for statutory reporting with respect to the occurrence of notifiable incidents which include:

- Death
- Serious injury
- Dangerous incident
- Dangerous electrical incidents
- Seriously electrical incident

3. Procedure:

Identifying a Hazard/Near Miss

- 3.1 In the event of an incident, near miss or hazard, where it is safe to do so, the person identifying the incident, near miss or hazard should take appropriate immediate action to minimise the risk of injury or damage (e.g. isolating the hazard, containing spills).
- 3.2 If this is not practicable, the Supervisor is to be notified and area is to be made safe immediately.

4. Reporting

- 4.1 The individual recognizing the hazard must complete the Hazard/Near Miss Report QMS006 as soon as practicable.
- 4.2 Completed forms to be handed to the Supervisor, Safety Representative or the Safety Advisor as soon as completed.
- 4.3 Work related deaths and certain types of injuries and diseases must be reported to WorkSafe WA. Failure to report could lead to prosecution. Reporting to be done by the Safety Advisor whenever these occur in connection with the BHRC.

The types of injuries that must be reported are:

- A fracture of the skull, spine or pelvis;
- A fracture of any bone in the arm (other than in the wrists or hand) or in the leg (other than a bone in the ankle or foot);
- An amputation of an arm, a hand, finger, finger joint, leg, foot, toe or toe joint;
- The loss of sight of an eye; and
- Any injury other than the above which, in the opinion of a medical practitioner, is likely to prevent the employee from being able to work within 10 days of the day on which the injury occurred.

Types of diseases that must be reported are:

- Infectious diseases: tuberculosis, viral hepatitis, Legionnaires' disease and HIV, where these diseases are contracted during work involving exposure to human blood products, body secretions, excretions or other material which may be a source of infection; and
- Any disease that can be transmitted to humans from animals (carcasses, hides etc.)

Notification of injuries and diseases must be made using the appropriate notification form available from <http://www.commerce.wa.gov.au>.

5. Investigating

- 5.1 Safety Advisor to complete an incident investigation and recommend controls to be implemented. This is to occur with consultation between all relevant parties.

Attachment 5

- 5.2 Final report to be tabled at the next Safety Representatives meeting for review and discussion of controls. Any suggested changes to be discussed and implemented.

6. Responsibility

- 6.1 Once the review is completed, the Safety Advisor is to follow up on the changes to ensure the hazard has been controlled and the report to be *Closed* at the following Safety Representatives meeting.
- 6.2 Safety Advisor to file all paperwork and update the Hazard Register.
Hazard Register is made available to all personnel for review

Further Information:

- Training Manual – How to Identify Hazards
- Safety Management System Policy
- <http://www.commerce.wa.gov.au/>

Relevant Legislation:

- Occupational Safety and Health Act 1984
- Occupational Safety and Health Regulations 1996

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Review Responsibility: Michelle Lloyd

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