

## Incident and Hazard Reporting Procedure

### PURPOSE

The purpose of this policy is to outline the procedure for reporting workplace incidents, injuries, illnesses and hazards involving E4 People.

This policy provides clear guidelines to ensure that all incidents and hazards are reported promptly, managed appropriately, and investigated in accordance with Work Health and Safety (WHS) legislation.

### SCOPE

This policy applies to all E4 workers at all times and without exception.

### POLICY

E4 People is committed to providing a safe and healthy work environment for all E4 workers. All incidents, injuries, illnesses, hazards and near misses must be reported immediately, regardless of severity. Prompt reporting ensures:

- Appropriate medical treatment is provided;
- Hazards are identified and controlled;
- Legal obligations are met; and
- Preventive measures are implemented to reduce the risk of recurrence.

E4 People works in consultation with host employers to ensure all WHS obligations are met.

Failure to report incidents or hazards may place individuals at risk and may result in disciplinary action.

### PROCEDURE

#### Immediate Response

If an incident occurs, the E4 worker must:

- Ensure their own safety and the safety of others;
- Seek first aid or medical treatment immediately where required;
- Notify their supervisor at the host employer immediately; and
- Contact E4 People or their consultant as soon as reasonably practicable.

**In the event of a serious injury or dangerous incident, emergency services must be contacted immediately (000).**

#### Reporting an Incident or Injury

If an E4 worker is involved in or witnesses an incident, the following steps must be taken:

1. Report the incident immediately to the host employer's supervisor or manager onsite.
2. Contact your Consultant as soon as possible (preferably within 24 hours).
3. Complete an Incident Report Form
4. If medical treatment is required:
  - a. Advise the treating doctor that the injury is work-related
  - b. Obtain a Certificate of Capacity (if required)
  - c. Provide all medical documentation to E4 People promptly
5. E4 People will provide guidance and necessary documentation where a workers

compensation claim is required.

### **Reporting a Hazard**

If an E4 worker identifies a hazard, they must:

- Report the hazard immediately to the host employer supervisor;
- Take reasonable steps to make the area safe if it is safe to do so;
- Notify E4 People as soon as possible; and
- Complete a Hazard Report Form where required.

Hazards may include, but are not limited to:

- Unsafe equipment
- Slippery floors
- Faulty electrical equipment
- Manual handling risks
- Aggressive behaviour
- Psychological hazards
- Exposure to hazardous substances

### **Investigation Process**

When an incident or hazard is reported:

1. E4 People will assess the information provided and determine the appropriate course of action.
2. E4 People will gather all relevant information which may involve:
  - a. Consulting with the host employer
  - b. Interviewing the worker and witnesses
  - c. Reviewing CCTV (if applicable)
  - d. Reviewing relevant risk assessments and procedures
3. Appropriate corrective actions and risk control measures will be implemented in consultation with the host employer.
4. The E4 worker will be informed of relevant outcomes, where appropriate.
5. E4 People may conduct follow-up contact to ensure the matter has been resolved and no further risk remains.

### **Notifiable Incidents**

Where an incident meets the criteria of a notifiable incident under WHS legislation, E4 People and/or the host employer will notify the relevant state or territory regulator as required by law.

### **Return to Work (where applicable)**

If an E4 worker sustains a work-related injury:

- E4 People will work collaboratively with the worker, host employer and treating medical practitioner to support a safe and timely return to work.
- Suitable duties may be identified where medically appropriate.
- Workers are required to provide updated medical certificates as required.

### **Responsibilities**

#### **E4 Workers**

E4 workers are responsible for ensuring that they:

- Take reasonable care for their own health and safety and that of others;
- Follow all safety instructions and procedures;
- Report all incidents, injuries, hazards and near misses immediately;

- Cooperate with any investigation process; and
- Provide accurate and honest information.

### **Host Employers**

Host employers are responsible for:

- Providing a safe working environment;
- Reporting incidents involving E4 workers to E4 People;
- Participating in investigations;
- Implementing appropriate control measures; and
- Complying with WHS legislation.

### **E4 People**

E4 People is responsible for:

- Ensuring E4 workers understand reporting requirements;
- Maintaining incident records confidentially;
- Coordinating workers compensation claims where applicable;
- Consulting with host employers regarding risk management; and
- Reviewing incidents to identify trends and preventative strategies.

### **Procedural Fairness**

Where an investigation involves alleged breaches of safety procedures or misconduct, the principles of procedural fairness will be followed:

- Fully informing a person of any allegation/s made against them;
- Allowing the person an opportunity to respond;
- Ensuring relevant evidence is considered; and
- Ensuring decisions are made fairly and without bias.

### **Confidentiality**

All records relating to incidents, injuries and hazard reports will be treated as confidential and retained on a restricted access file.

Information may be disclosed where required:

- Under workers compensation legislation;
- Under work health and safety legislation;
- Where subpoenaed in legal proceedings;
- Where required by a regulator, court or tribunal.

E4 People is committed to providing a safe and healthy work environment for all E4 workers.  
All incidents

### **POLICY REVIEW**

This policy will be regularly reviewed by E4 People and may be revised from time to time. Any necessary changes will be implemented by the Directors.