



Laggner Constructions

Incident and Injury Management Policy

Purpose

This policy is intended to provide guidance on the reporting and investigation of incidents, accidents and near misses involving Laggner Construction employees, subcontractors and any person visiting their worksites. All incidents and accidents will be documented, reviewed, analysed and acted upon in a timely manner.

Laggner Constructions approach to incident and injury management is underpinned by the following:

- Provide a mechanism for reporting accidents, incidents, work-related illness and dangerous occurrences;
- Investigate accidents to determine the root cause with the objective of preventing a recurrence;
- Meet legislative requirements for reporting accidents and incidents.

All accidents or incidents that result in an injury or work-related illness during the course of work must immediately be reported to the Site Manager and First Aid Officer.

Any dangerous occurrence which has the potential to result in injury or damage to property must be reported in the same manner as an accident.

In the event of a dangerous occurrence or accident Laggner Constructions must ensure the relevant state authority is notified and that a full investigation is undertaken to determine the root cause.

The most appropriate corrective action will be taken to ensure the incident does not recur.

Responsibilities

It is the responsibility of the **Laggner Constructions** to ensure that:

- Managers notify the site manager of all dangerous occurrences;
- the managers are aware and understand the principles of incident and accident reporting and investigation;
- All incidents and accidents that result in or have the potential to result in injury or damage are investigated and, where necessary, corrective or preventive action is taken;
- All matters relating to employee/subcontractor welfare are dealt with in the most appropriate and timely manner.



It is the responsibility of **all employees, and subcontractors**, to ensure that:

- Accidents and hazards are reported to the site manager at the earliest opportunity;
- All requirements and obligations under the relevant legislation are complied with.

It is the responsibility of the **Health and Safety Representative** to:

- Help identify the causes of dangerous occurrences and accidents and develop corrective action;
- Ensure State Authorities are appropriately notified of all reportable occurrences or events.

This policy should be read in conjunction with:


WHS P001 Work Health and Safety Policy

WHS TG011 First Aid Treatment/Incident Register

WHS TG013 Incident Investigation Report and Investigation Form Template

WHS TG072 Incident Reporting and Investigation Procedure

WC P001 Rehabilitation and Return to Work Policy

Steve Laggner		4 March 2024
Director	Signature	Date