



Laggner Constructions

Incident Reporting and Investigation Procedure

Purpose

The purpose of the Laggner Constructions Incident Reporting and Investigation Procedure is to set out and define the requirements for all incidents to be reported and investigated with preventative and corrective actions implemented to eliminate or minimise the risk of harm and prevent future occurrences.

Scope

This procedure applies to all accidents/ incidents occurring on Laggner Constructions building sites. This procedure applies to all Laggner Construction employees, subcontractors and visitors when involved in Laggner Constructions controlled activities.

Roles and Responsibilities

Site Manager (due to the size of Laggner Constructions, the site manager is also the WHS Site Coordinator)

The Site Manager is responsible for:

- Ensuring all incidents are reported and investigated with corrective actions identified and implemented;
- Conducting external communications as required;
- Notifying appropriate regulatory body of events as required;
- Ensuring controls identified in the incident investigations are incorporated into the Safety Management System for worksite;
- Ensuring reviews of implemented controls are conducted.
- Communicating to all workers, the requirement to report all incidents;
- Providing information, training and instruction to workers on the process for reporting of incidents;
- Managing all workplace incidents by assessing risks associated with all reported incidents and implementing appropriate controls to prevent a recurrence;
- Initiating and lead incident investigations using the **WHS TG013 Incident Investigation Report and Investigation Form Template** as required;
- Ensuring compliance with the requirements for reporting notifiable incidents to relevant regulatory bodies;
- Communicating incident investigation findings and preventative control measures to all workers;
- Reviewing outstanding actions and investigations to ensure timely completion; and
- Recording all incidents into the Work Health and Safety Incident Register.



Workers/Subcontractors

Workers are responsible for:

- Immediately reporting all incidents (injuries, damage, system failures and near misses) to the site manager;
- Rendering any assistance required to ensure the area is made safe, if safe to do so;
- Providing first aid treatment to any injured persons, if safe to do so and worker is first aid trained;
- Providing a witness statement if required;
- Participating in any incident investigations as required; and
- Participating in reviews of corrective actions, as required.

Procedure

Initial Response

- All incidents (including near misses) shall be reported immediately to the Site Manager immediately;
- If requested to, phone ambulance fire, police by calling 000;
- Immediate action shall be taken to eliminate or minimise risks associated with the incident and ensure the area is made safe, if safe to do so;
- First aid shall be rendered to injured persons, if safe to do so;
- Evacuate to the nearest Emergency Assembly Point if required or advised to;
- All incidents involving an injury shall be immediately reported to the site manager; and
- The incident scene shall be protected to ensure evidence required for investigation purposes is not compromised and to allow review by the site manager and or the relevant Regulator as required. This may include barricading or taping off of an area.

Incident Notification (Internal)

- All incidents must be immediately notified to the site manager;
- All incidents shall be reported using the **WHS TG013 Incident Investigation Report and Investigation Form Template**;
- The Incident Report and Investigation Form shall be completed and submitted to the site manager by the end of the shift that the incident occurred in.



Incident Notification (External)

Notifiable incidents shall be communicated to the relevant Regulator (ACT WorkSafe, NSW Worksafe by the Site Manager as soon as is reasonably practicable to do so.

Incident Investigation

The objective of incident investigations is to determine the causes of an event and identify controls to prevent a recurrence. The investigation should aim to:

Determine where the incident occurred;

- Identify who or what was involved in the incident;
- Identify causes that contributed to the incident (what went wrong)
- Assess the risk (what was the potential for harm); and
- Identify what can be done to prevent a recurrence (control measures).

The Investigation shall assist to identify:

- Sub-standard work practices;
- Design deficiencies;
- Procedural suitability and understanding;
- Training suitability and frequency;
- Equipment / plant serviceability; and/or
- Major hazard types, locations, times of events.

Incident investigations are to commence immediately and should include:

- Collection of statements from involved persons;
- Photographs of scene including all equipment;
- Measurements of relevant equipment, markings, tracks etc.; and
- -Quarantining of equipment for purposes of review and inspection.



Recommendations and Report

All corrective and preventive actions should be based on the Risk Rating and Control Priority Table Appendix A to ensure the most effective controls are being considered.

Actions should prevent the recurrence of the incident in both the short and long term. Short term actions are those that prevent the causes of an incident from remaining or developing further. They may include site communication or temporary barricades. Long term actions eliminate the causes of the incident and generally take longer to implement. These may include engineering controls, elimination of a hazard and capital projects.

Effective actions are those that:

- Eliminate the cause of the incident in a practical way;
- Are lasting and required minimal maintenance; and
- Are readily implemented.

Actions resulting from incidents shall be recorded in the **WHS TG011 First Aid Treatment/ Incident Register** to ensure follow up and timely closeout.

The Incident Report shall be completed and the details entered into the Incident Register with at least one action assigned to each event.

A detailed report shall be required for significant events and will be coordinated by the Health and Safety Representative.

Management Review

All investigations shall be reviewed at their completion by the Site Manager.

Communication of Incidents

The findings of all incidents shall be communicated to all workers as soon as is practicable upon the completion of the incident investigation.



Appendix A: Risk Matrix

Risk Assessment Process

| How to Use the Risk Rating and Control Priority Tables | | | | |
|--|--|--|---|--|
| Step 1 | Step 2 | Step 3 | Step 4 | Step 5 |
| Identify any potential HAZARDS | Decide what the possible CONSEQUENCE could be | Decide HOW LIKELY it is to happen | Line up your choices in the table to get the Risk Rating | Use the CONTROL PRIORITY TABLE to guide your next steps |

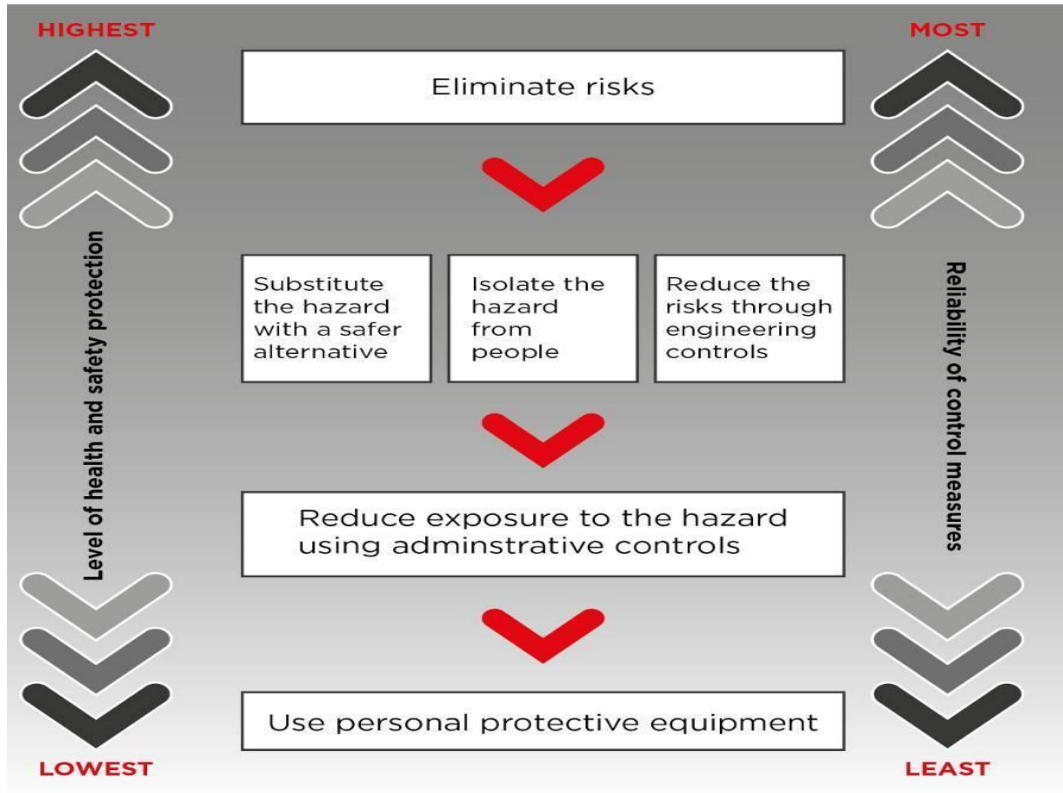
| OH&S Risk Rating Table | | | | |
|--|----------------------|------------------------|------------------------------|--------------------------------------|
| Consequence | Likelihood | | | |
| What injury / damage could the hazard cause? | Very Likely | Likely | Unlikely | Very Unlikely |
| | Could happen anytime | Could happen sometimes | Could happen but only rarely | Could happen but probably never will |
| · Serious injury, death, or permanent disability | 1 | 1 | 2 | 3 |
| · Lost Time (full shift) | 1 | 2 | 3 | 4 |
| · Medical Treatment | 2 | 3 | 4 | 5 |
| · First Aid | 3 | 4 | 5 | 5 |

| Control Priority Table | |
|------------------------|--|
| Risk Rating | Prioritisation |
| 1 or 2 | Action to rectify must be done immediately |
| 3, 4, or 5 | Consider control measure/s as necessary |



Appendix B:

Hierarchy of Controls



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

WC P001 Rehabilitation and Return to Work Policy

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|----------------------|------------------|---------------------|
| Steve Laggner | | 4 March 2024 |
| Director | Signature | Date |