

WHS STANDARDS

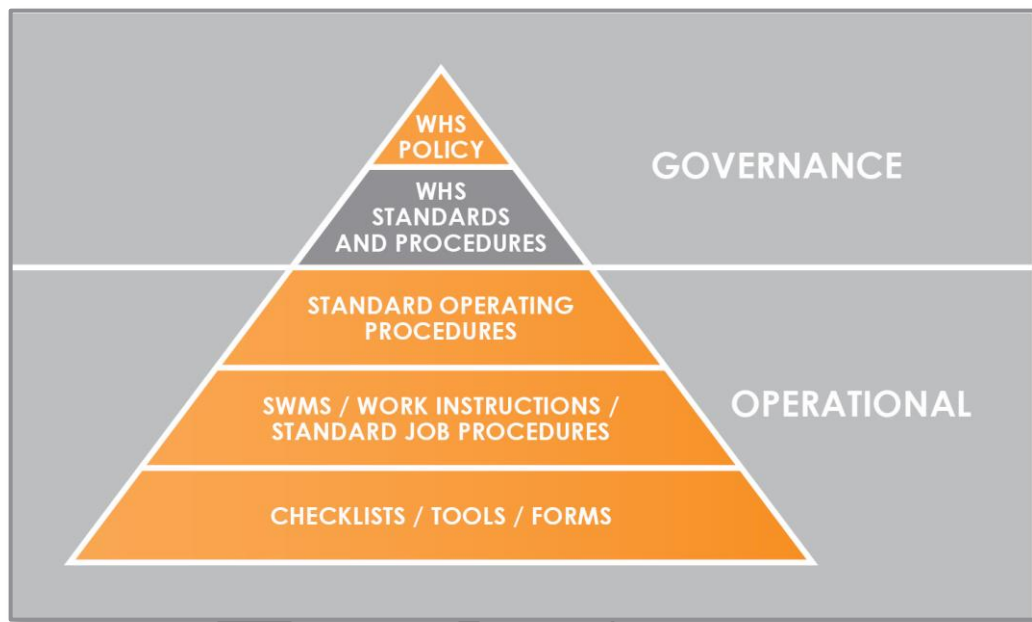
SAFETY Everyone. Everywhere. Every day.

WHS INCIDENT REPORTING, INVESTIGATION AND ESCALATION

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1. WHSMS DOCUMENT HIERARCHY

WHS STANDARD 2.6



2. GOAL

All WHS incidents (including near misses, injuries and illnesses) are reported and investigated within specified timeframes with corrective and preventative action taken, lessons learned shared and applied.

3. PERFORMANCE REQUIREMENTS

1. All WHS incidents (including near misses, injuries and illnesses) are reported and investigated within specified timeframes by all persons throughout all levels of the business.
2. Systems are in place to ensure the timely reporting, management and investigation of all WHS incidents in accordance with QUU WHS policy, procedures and legislative requirements.
3. Incident investigation processes identify and document all factors and underlying root causes that contributed to the incident, the controls intended to prevent re-occurrence and facilitate analysis of any failures in and improvement requirements of existing controls.
4. Incident investigations identify and prioritise corrective and preventative actions and are aimed at eliminating or minimising risk, impact and recurrence.
5. Systems are in place that ensure corrective and preventative actions, including changes in procedures are documented, communicated, actioned and evaluated for effectiveness.

6. WHS programs and initiatives are promoted to encourage the reporting of unsafe acts and working conditions.
7. Functional areas will gather, analyse and report WHS performance data as per the QUU **WHS KPI and Performance Guideline**.
8. WHS performance trends are gathered and analysed from all areas of the business and presented to QUU's Board and Executive Leadership Team.
9. Information, lessons learned and trends from WHS incident reporting and investigation are analysed and used to inform corrective and preventive action and improve the broader WHS Management System (WHSMS) and practices across QUU.

4. WHS SAFETY BENEFITS

- Establishment of a reporting culture where staff are active, willing and encouraged to report WHS incidents as well as unsafe acts, working conditions and events.
- The timely and accurate reporting and investigation of all WHS incidents and workplace hazards.
- Early detection and management of WHS issues through the identification of hazards, near misses and minor incidents and the prevention of more serious or significant incidents.
- WHS investigations identify root causes of system failures, identify contributory factors and inform preventative actions and WHSMS improvement to prevent reoccurrence rather than apportioning blame.
- Prevention of work related injury and illness through meaningful review and implementation of corrective and preventative actions.

5. RESPONSIBILITIES AND ACCOUNTABILITIES

Officers, Managers and Workers have clear responsibilities and accountabilities for WHS outlined in QUU's **WHS Resources, Responsibility and Accountability Procedure (PRO359)**. These responsibilities and accountabilities are non-transferrable and critical to achieving QUU's WHSMS goals, objectives and targets.

In accordance with **WHS Incident Reporting, Investigation and Escalation Procedure (PRO364)**, responsibilities and requirements for incident reporting, investigation and escalation will be established, integrated into business management and monitored for the purposes of:

- meeting legal and other obligations
- preventing workplace injury or illness
- promoting staff health and wellbeing
- enabling business capability
- ensuring continual improvement and high standards of WHS throughout QUU.

6. RELATED INTERNAL DOCUMENTS

- QUU Work Health and Safety Policy (POL33)
- WHS Incident Reporting, Investigation and Escalation Procedure (PRO364)
- WHS Resources, Responsibility and Accountability Standard (STD132)
- WHS Resources, Responsibility and Accountability Procedure (PRO359)
- QUU WHS KPI and Performance Guideline (TBA)

7. REFERENCES

- Qld Work Health and Safety Act 2011
- Qld Work Health and Safety Regulation 2011
- Qld Electrical Safety Act 2002
- Qld Electrical Safety Regulation 2002
- Qld Workers' Compensation and Rehabilitation Act 2003
- Qld Workers' Compensation and Rehabilitation Regulation 2003
- AS/NZS 4801:2001 Occupational Health and Safety Management Systems – Specification with guidance for use.
- OHSAS18001 - Occupational Health & Safety
- AS1885.1:1990 Workplace Injury and Disease Recording Standard

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