



OZSTAFF SAFE@WORK

INCIDENT MANAGEMENT AND REPORTING POLICY

OzStaff has adopted the following guidelines on incident management that form an essential component of our workplace health and safety management system.

The provision of timely and efficient first aid and medical response is crucial in caring for staff, contractors and visitors in the event of an injury.

Additionally, timely and efficient reporting on hazards, incidents and other occurrences with an adverse risk to health and safety are required to be in place so that risk assessment and appropriate corrective action can be taken.

Should a hazard, risk or workplace incident occur involving an Ozstaff representative, the action should be taken;

1. Host employer provides appropriate first aid/medical treatment to affected worker.
2. Host employer notifies relevant stakeholders (internal and external)
3. On notification of and injury/incident, Ozstaff will deploy 24hr OH&S emergency response unit to site with manned, Certificate IV qualified and trained representative in OH&S & and First Aid. (Site response is guaranteed in 30 minutes)
4. OzStaff Representative will attend to injured worker, commence initial documentation of Injury/Incident management form and provide transportation to nearest OzStaff authorised Medical clinic or Hospital (unless an ambulance was required). If the employee has already been transported via ambulance to Hospital, The Ozstaff Representative will attend the Hospital where the employee was transported to.
5. Ozstaff representative to facilitate contact with employees emergency contact, arrange for transportation home and recovery of employees car/property from site.
6. Ozstaff Representative to provide employee with follow-up action plan and key contact information.
7. Injury/Incident investigation and report completed within 24 hours.
8. OzStaff Representative to suspend candidate from being placed on roster system until return to work co-ordinator has approved.
9. Ozstaff Representative to consult with Host Employer and affected worker to agree on corrective action plan, timeframe and provide relevant incident/accident documentation.
10. Return to work co-ordinator to contact employee after initial treatment and at the appropriate time regarding return to work protocols or return to work plan if applicable.
11. Ozstaff Representative to follow-up completion of corrective action and gets sign off from Ozstaff OH&S Team Manager and get clearance for Ozstaff employees to be able to operate in the affected area.
12. Return to work coordinator to authorise employee back to site once cleared by medial certification and updates rostering systems to allow employee to be allocated to assignment.
13. Ozstaff Account Manager to follow up on activity and monitor corrective action.