

# Managing Occupational Health and Safety in the Hospitality Industry

Small Businesses



**SAFER**  
Industries



WorkCover  
CORPORATION  
GRANTS

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CORPORATION

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## **Acknowledgments**

This manual was developed in consultation with the following groups, and their assistance is gratefully acknowledged.

- Australian Hotels Association (SA)
- Clubs SA
- Hotel Motel & Accommodation Association of SA
- Restaurant & Catering SA
- Tourism Training SA
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- CGU Workers Compensation
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- Liquor, Hospitality and Miscellaneous Workers Union
- Para Hills Community Club Inc.
- Regency Hotel School
- Work Style
- WorkCover Corporation Grant Scheme
- WorkCover Corporation's Marketing & Communications Department

Other individuals and businesses representing a broad cross section of industry



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WorkCover  
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GRANTS



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## Important Disclaimer

This document has been developed to offer guidance only and is not intended as a substitute for obtaining professional advice when needed.

This series of manuals has been developed to provide small and medium sized employers with information on how you should go about managing health and safety in your workplaces. The manuals have been developed in consultation with WorkCover Corporation and a broad cross-section of representatives from the hospitality industry.

These manuals will help you as employers to:

- understand the law
- manage hazards at your establishment
- maintain all the appropriate paperwork and records
- manage your employee's injuries if they do happen.

The hospitality industry in South Australia is one of the fastest growing industries in the State. It is characterised by a highly mobile workforce that provides employment opportunities not only to young people but also to people of diverse cultural backgrounds and with varying social status and needs. With a large number of part time and casual workers and very irregular work hours it has been difficult for the many employers in this industry to effectively manage the broad range of safety issues that exist in their work places.

The hospitality industry has the fourth highest workers compensation costs of all South Australian industries. The industry recognises the problems encountered by many employers, especially small and medium sized employers, in dealing with these issues. The SAfer Industries program, through WorkCover Corporation, has taken steps to address these problems.

SAfer Industries is an industry-based approach to achieving better workplace health and safety. It focuses on a cooperative approach to tackling industry-wide health and safety issues, to improve productivity and reduce work-related injuries. Through this approach a Strategic Plan and objectives have been established for the industry which affects every person who owns or manages a hotel, bar, cafe, restaurant, kitchen, accommodation or licensed club.

The aim of the Strategic Plan is to prevent injuries and reduce the related costs of workers compensation claims, which will have a flow on effect to workers compensation levies as well as direct benefits for workers.

I encourage you to make full use of this booklet.

**Angelo Mignanelli**

*Chair of Hospitality Industry OHS Committee*



# Introduction

As the owner of a small business you may believe that occupational health, safety and welfare (OHS&W) is one of those things that bigger businesses have to worry about. You may feel that it is too complicated and costly for you as a small business to be involved with. None of your staff have ever had a serious injury and anyway, you've worked in the industry for years and never been injured. A bit of common sense and everything will be OK!

Right?

**Wrong!** If you employ people, OHS&W is important to your business.

As an employer you have a duty of care to your staff to make sure they are not injured because of their work activities.

This manual provides a simple step by step guide to setting up and running a safety management system that will not only satisfy the legal requirements, but may actually improve the efficiency of your staff.

It provides samples of the forms that you need to maintain the right paperwork and it is supported by a series of **Info Sheets** that provide detail about managing the more common hazards and other aspects of OHS&W that can threaten your business.

The manual has been put together by the Hospitality Industry OHS Committee with the assistance of WorkCover Corporation, under the SAfer Industries program for small hospitality industry employers in South Australia. It has been developed in consultation with people from the industry to help restaurants, cafes, hotels, clubs and motels meet their legal duties.



# 1. Occupational Health Safety & Welfare

Most small employers know that occupational health, safety and welfare (OHS&W) is important, but many employers never seem to find the time or money to attend to it. Many small employers don't look seriously at their workplace health and safety until something serious happens to a staff member.

By then it may be too late and the costs may be enough to close your business.

So what is OHS&W, and what does it mean to you as a small employer?

OHS&W is the management of hazards associated with your work so that your staff do not get hurt. In the same way that you have a duty of care to your customers if you want your business to succeed, you also have a duty of care to your staff for their health and safety.

As an employer you have to set up a system that manages health and safety so that your staff will not get injured. You must also have a plan in place to manage any injury or illness that does occur so that the worker can get back to work as soon as possible.

Why do you have to do anything about it?

## 2. Costs of OHS&W

It all sounds costly doesn't it?

It can be but the costs of not having a system in place can be much worse. Having an accident and an injury at work will cost you in at least three ways. You should stop and think about these costs for a while.

### 2.1. Money

The real reason you are in business is to make money, and it is the one thing that you are sure to lose if you have accidents and injured staff. Every time somebody in your workplace has an injury it will cost you money. In fact, you could even lose your business over just one injury!

Even the small injuries, where there is no claim and no lost time will cost you. Just the time that two people take putting a band-aid on a cut will cost you money.

And when you actually have to make a claim the cost can get even bigger.

*Example: Your chef cuts the top off his thumb on an unguarded slicing machine at about 8pm on a Friday evening. It is bleeding badly and is going to require stitches. One of your two waiters is helping to stop the bleeding while you arrange a taxi to take the chef to the hospital.*

*The hospital is busy so your chef is there for about two hours before they can see to his thumb. Once sewn up he is going to have trouble doing his work, especially as he cannot get the stitches wet and will have to wear a bulky glove on that hand for at least a week. It is better the chef does not work that week and you will have to get a temporary replacement.*

What will this accident cost you?

#### 2.1.1. Insured Costs

The direct costs to you may be around \$200, which would include two visits to the doctor and the dressings. WorkCover Corporation will reimburse you for this, but what about the other costs?



### 2.1.2. Uninsured (indirect) Costs

On the other hand you, as the employer, will cover the costs of:

- the chef's wages for that week – about \$600
- the temporary chef's wages, at casual rates – about \$700
- costs of the taxi for the chef to the hospital – about \$15

Already the costs to you are over \$1,300 and these are just *some* of the hidden costs. What about some of the other costs such as:

- getting by for the rest of that shift without the chef
- losing customers because of the mess that was caused
- the damaged food that the chef was preparing at the time
- the time it takes other staff to clean up the mess
- the time for the waiter while they were helping to stop the bleeding
- the time you will spend filling in claim forms, interviewing replacement chef, etc
- increases to your WorkCover levy.

While some of these costs are hard to estimate, they are still costs and somebody is going to have to pay them. WorkCover Corporation will not.

It is not hard to see the \$200 turning into \$1,800 is it? You need to remember that this money has to come out of your profit margin.

**Just think about how many meals or drinks you are going to have to serve to break even.**

That's what it costs you when just one of your staff gets injured in a minor incident.

## 2.2. People

Reliable staff are hard to find. Training them to work the way you like takes time. When one of your staff can't come to work you have lost that resource either for the short term or possibly even the long term.

If several of your staff get injured how are the rest going to feel? Good staff may go to where they get better looked after.

## 2.3. Time

Finally, you will also be losing time – your time, in the process of replacing that staff member. Time spent in investigating accidents is lost time.

What should I do?

# 3. Seven Steps to Setting up Safety

There are seven simple steps you can take to improve your OHS&W practices.

## 3.1. Know your Duties

You have a duty of care to your customers, to your staff and to other visitors to your establishment to make sure they are not injured or affected by the activities of your work.





The main things you have to do are to:

- **provide a safe place of work**

The work environment such as the kitchen, customer areas and back of house or bar areas must be free of hazards and associated risks to the health and safety of your staff.

- **provide a safe system of work**

This means the way the work is done, the work instructions and procedures that are used by your staff.

- **provide safe plant and equipment**

This means the cookers, mixers, washers and even the hand tools such as knives and other implements have to be provided in safe condition and maintained in that condition.

- **make sure your staff get training and supervision for the job they are doing**

You cannot just hire a staff member and leave them to do their job. You have to provide training in the way you want that person to do their job and for a period of time you should provide supervision to help them do the job.

- **provide adequate welfare facilities**

You need to make sure that your staff have access to adequate meals areas, toilets and first aid facilities.

It does not matter whether your staff are family members, part time, full-time, casual or temporary, or even whether or not they are being paid – you must make sure that they are not put at risk because of the work they do for you.

You have to:

- keep records of accidents, injuries and any training you provide
- give your staff information about hazards they may have to work with.

### 3.2. Write a Policy

The law requires that you have documentation to prove that you are complying with your legal requirements.

Firstly, you will need a written statement of your intention to keep the workplace safe. This is called a **policy** and it does not have to be complex.

The policy has to:

- state clearly that you are committed to OHS&W for all your staff
- show that you intend to satisfy your legal obligations
- say what you intend to achieve from safety.

You can write it in consultation with your staff. The policy will need to be signed dated and reviewed every year or so to remind yourself and your staff why you are involved in OHS&W (a sample policy is provided in Appendix A). But that is only part of the commitment, next you have to actually get things moving.

### 3.3. Involve your Staff (Consultation)

You need to involve your staff for many reasons:

- The law requires that you consult with them.
- Your staff are one of the best ways of identifying hazards in the work place.
- You will get more support from your staff if they know what you are doing and are involved from the beginning.



This does not have to be a complicated or formal system and can best be done by simply talking to your staff:

- before or after work
- while you are having a cup of coffee
- while you are getting things set up for the day or cleaning up at the end of it.

The consultation does not have to be a formal meeting. It does need to be meaningful and you must maintain records (eg: Appendix B) about:

- who was at the meeting
- what was discussed
- what is going to be done about it.

### 3.4. Managing Hazards - the SAFE Way

**S**ee it - Walk around the workplace with your staff and look for hazards. Use a checklist and make a list of all the hazards you can see.

**A**ssess it - Once you have your list, think about how long and how often you or your staff will be exposed to the hazard and what might happen.

**F**ix it - Develop and put in place controls that will reduce the risk of somebody being hurt. Fix it before it causes damage

**E**valuate it - Review how effective the control that you put in place was and consider whether or not you need to take any further action.

#### 3.4.1. Identifying Hazards (See it)

A hazard is anything that may cause injury or illness to you, your staff, or your customers either in the short or the long term.

There are three ways you can do this:

- Inspect the workplace with your staff using a checklist like the one provided in Appendix C. The inspections are not done to pick fault, they are to identify hazards that may pose a risk to the people working in the area.
- Talk with your staff about the hazards they have seen or know of in their work environment.
- Accidents and accident data can also be very useful for identifying where hazard areas are.

Next you need to create a list of the hazards you have identified in your workplace called a **Hazard Register**. Appendix D is a sample Hazard Register, where you can enter the hazards in Column A.

The Hazard Register may change from time to time as your workplace and processes change and you need to set up a regular habit of checking for hazards.



### 3.4.2. Assess the Risks

Risk is a combination of the **likelihood** that the hazard will cause an injury and the **severity** of the injury.

- First you have to determine how likely it is that someone may be exposed to the hazard.
- Then you consider how severe the potential injury or illness may be and you work out the severity using this table.

Likelihood	Consequence				
	Fatality	Critical	Major	Serious	Minor
Frequent	1	1	1	2	2
Could happen	1	1	2	2	3
Rare	1	2	2	3	3
Never	2	2	3	3	3

You should record the number in Column B of the Hazard Register, which will determine the **severity**.

Anything that you rank as a **1** – you need to fix immediately.

Hazards that rank at **2** – you need to be fixed but are perhaps not that urgent.

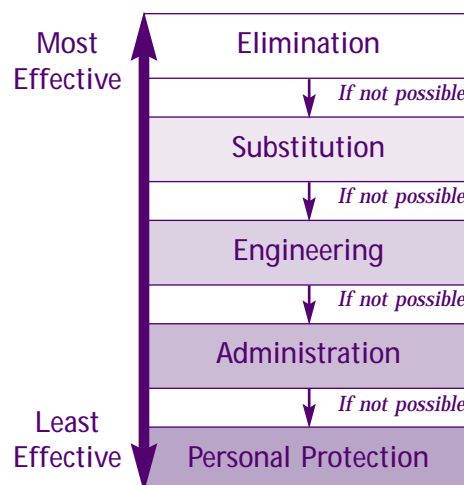
Hazards that rank **3** – may not require fixing as the risk may be negligible.

### 3.4.3. Controlling Risks (Fix It - Early)

The aim is to eliminate or minimise the risks.

There is usually some cost involved though and you have to select the best way to control the hazard depending on your resources and the level of risk.

The diagram directs you to use effective methods of control in the order listed as a first priority. Write your proposed control in Column C of the Risk Register.



#### 3.4.3.1 Elimination

As a preferred option you should try to get rid of the hazard completely.

*Example: A damaged mat or carpet that is posing a tripping hazard may be able to be removed completely.*

### 3.4.3.2 Substitution

If that is not possible you may be able to substitute the hazard with a less hazardous option.

*Example: You may be using a very toxic cleaning agent and you may find that either you don't really need to use it at all, or there is a less toxic one available that does the job just as well.*

### 3.4.3.3 Engineering

Many times you will find that you need to do the job, or use the substance or equipment. In this case you should consider engineering or re-engineering to minimise the likelihood of an accident or to keep people away from the hazard in the event of an accident.

*Examples of engineering controls include placing guards over mixers to stop people's hands getting caught, shields over fryers and over hot areas or extraction units to get rid of air born pollutants.*

### 3.4.3.4 Administrative

Administrative changes may include making changes in the way the job is done, introduce shorter task shifts, ensure equipment are maintained regularly, provide instruction or training.

*Examples are you may decide to keep another person back for half an hour after closing to count the till or you may count most of it before you actually close.*

### 3.4.3.5 Personal Protection

There are some jobs, especially in kitchens, where your staff are going to have to wear personal protective equipment such as gloves or non-slip shoes. It is your duty to supply this equipment, which your staff must wear and use. This can be a good short-term solution but in the long run can be expensive. However, there are some jobs where there is no alternative but to wear the protective equipment.

### 3.4.4. Evaluate the Effectiveness of the Controls

Once you have developed the control and put in place you have to review what you have done to make sure it has minimised the risk.

You should also consult your staff on whether or not they think it is any better.

The evaluation process is very similar to the identification process and will not only review the success of the controls but will also identify other problems or hazards.

## 3.5. Inform your Staff

Once you have worked out what you are going to do to reduce the risks, you need to inform your staff. Make sure all your staff are aware of the controls and that they use them.

You must inform your staff of their duties under the law as well as requirements for health and safety in your business

### 3.5.1.1 Induction

You should provide induction training for all your new staff before they start work. That induction training will have to include information about how you manage safety and what they are expected to do to work safely.



### 3.6. Keep Records

Keep records of what you have done and how you are managing the hazards.

The records should include:

- accident investigation records and data
- inspection checklists
- consultation records.

#### 3.6.1.1 Training Records

You need to consider what training your staff need, ensure that they get that training and maintain records of this using Appendix H.

### 3.7. Monitor and Review Safety

Managing OHS&W is an ongoing process. You should make sure that you continually review your business activities to make sure it is safe for your employees.

## 4. What happens if Someone has an Accident or is Hurt?

### 4.1. Investigating Accidents

It is important to investigate the cause of accidents to identify the hazards and fix them. Use the accident report form demonstrated in Appendix E and fill in all the details. You should also complete the first aid register (Appendix F) for anybody who is injured.

### 4.2. Rehabilitation and Compensation

OHS&W law is made to prevent accidents happening but sometimes even in the best run business things may go wrong. If somebody is injured or becomes ill there is another law you need to be aware of.

This law is called the Worker's Rehabilitation and Compensation Act 1986 and was developed to make sure that when a worker is injured at work that both the worker and their employer try to get them back to work as soon as possible with minimal cost.

### 4.3. Rehabilitation

Rehabilitation means getting the injured person back to their original work, or as near as possible, as soon as possible.

Most times the person will be able to return to their job immediately with your assistance. You can talk to your employee to find out what they are able to do and make sure they have work that will not make the injury any worse.

Sometimes the process can take longer and the Claims Agent may assign a rehabilitation consultant. If you want more information about the rehabilitation process call your Claims Agent.



## 4.4. Compensation

A worker is entitled to compensation for lost income and medical expenses.

### 4.4.1. Making a Claim

To make a claim:

- Your staff member has to report the injury to you by filling out a **Worker Report Form (green copy)** and handing it to you within 24 hours of the injury occurring.
- If the injury does not involve medical expenses or time off work, all you have to do is to store the form somewhere – it may need to be retrieved in the future.
- If the work injury involves medical expenses or time off work, your staff member has to fill out the Claim for Compensation (pink copy) as well and give this to you with a prescribed **WorkCover Medical Certificate**.
- You then have to complete the **Employer Report Form** and forward it with all the following forms to your Claims Agent within five days:
  - the Notice of Work-Related Injury Form
  - the Claim for Compensation Form
  - the Employer Report Form
  - any medical certificates and accounts.

You should always have some forms available in the case a staff member needs to make a claim or notify you of an injury or illness. Forms are available from most Post Offices, WorkCover Corporation or your Claims Agent.

## 5. Further Information and Advice

Your first contact for more information is your **Industry Association**.

Further information can be gained from:

- WorkCover Corporation
- Workplace Services.



# Appendices



## 6. Appendices

Appendix A

OHS&W Policy

Appendix B

Consultation Meeting Record

Appendix C

Workplace Inspection Checklist

Appendix D

Hazard Register and Risk Assessment

Appendix E

Accident Investigation Report

Appendix F

First Aid Register

Appendix G

Employee Report Form

Appendix H

Training Register

Appendix I

SAFE Guidelines

Appendix J

Hazardous Substances Register





# OHS&W Policy

## Policy Statement Proforma, for developing your own OHS&W Policy

At \_\_\_\_\_  
the health, safety and welfare of all employees and visitors is of equal importance to all other operational considerations. The employer, supervisors and employees work together to ensure that the business is a safe workplace.

The employer is responsible for:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Supervisors and managers are responsible for:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Staff are responsible for:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

We expect Contractors and Visitors to:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed (*Responsible Officer*): \_\_\_\_\_

Date: \_\_\_\_\_

Signed (*Staff Representative*): \_\_\_\_\_

Date: \_\_\_\_\_

Review Date: \_\_\_\_\_

# Consultation Meeting Record

Date: \_\_\_\_\_ Location: \_\_\_\_\_

Present: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Topic	Discussion	Action
1		
2		
3		
4		
5		

# Workplace Inspection Checklist

Date:

Department:

Item	Y/N	Comment	Corrective Action Taken
<b>Floors</b>			
• Floors are even and clean			
• Pits and drains are covered			
• Floor free of obstructions			
• Mats in good condition			
• Work areas clean			
•			
<b>Aisles</b>			
• Clear and adequately marked			
• Clear of obstructions			
•			
<b>Work Areas</b>			
• Bench tops clear of rubbish			
• Rubbish and scraps cleaned up			
• Sufficient rubbish bins			
• No damaged utensils			
• No damaged power tools			
•			
<b>Stairs and Landings</b>			
• No damaged treads or rails			
• Landings clear			
•			
<b>Windows and doors</b>			
• Clean with no broken panes			
• Ledges free of dust			
•			
<b>Electrical</b>			
• No double adapters			
• All electrical items tagged			
• Electric cables clear of water			
• Switch boards clear			
• Extension cables			
• All lights work			
•			

# Workplace Inspection Checklist

Date: \_\_\_\_\_ Department: \_\_\_\_\_

Item	Y/N	Comment	Corrective Action Taken
<b>Tools and equipment</b>			
• Good condition			
• Appropriate to task			
• Storage adequate			
•			
<b>Substances</b>			
• MSDS available			
• PPE where needed			
<b>Manual Handling</b>			
• Equipment available			
• Good stored properly			
• Bench heights suitable			
•			
<b>Emergency</b>			
• Fire exits clear			
• Exit signs working properly			
• Extinguishers clear			
• Extinguishers charged			
•			
<b>First Aid</b>			
• First aid kit complete			
• First aid people trained			
• Emergency numbers displayed			
<b>Other</b>			
• Gas cylinders stored properly			
•			
•			
•			
•			

**Comment:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# Hazard Register and Risk Assessment

Date: \_\_\_\_\_ Location of Business: \_\_\_\_\_

<b>Column A Hazard</b>  Anything with a potential to cause an injury or illness	<b>Column B Risk Priority</b>			<b>Column C Controls</b>	Person Responsible for Action	Date Completed
	Likelihood	Severity	Risk Rating			

# Hazard Register and Risk Assessment

## A Guide to Hazard Management

- 1 Identify the hazards in your workplace by reviewing past records, talking to your staff and doing a walk round inspection. Record the hazards in column A on the record sheet.
- 2 Follow the steps below to conduct a risk assessment of the hazards you identified.
- 3 Determine how likely it is someone may be exposed to the hazard you identified.

- Very Likely** *Exposure could happen frequently*
- Likely** *Exposure could happen but not frequently*
- Unlikely** *Exposure could happen but only rarely*
- Very Unlikely** *Exposure could happen but probably never will*

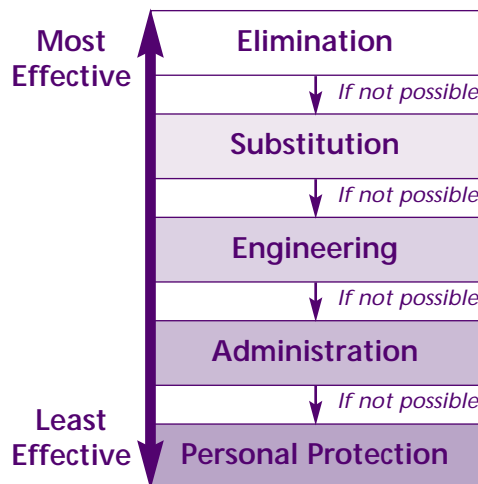
- 4 Determine how severe a potential injury or illness could be.

- Fatal** *A person may be fatally injured.*
- Critical** *A person may suffer a permanent disability.*
- Major** *The injured person will lose time off work.*
- Minor** *The injury will require treatment by a doctor.*
- Negligible** *First aid treatment and no lost time.*

- 5 Match the exposure and the severity on this table.

Likelihood	Consequence				
	Fatality	Critical	Major	Serious	Minor
Frequent	1	1	1	2	2
Could happen	1	1	2	2	3
Rare	1	2	2	3	3
Never	2	2	3	3	3

- 6 Take action, with the lower ranking risks taking priority and using the accepted control hierarchy.



# Accident Investigation Report Page 1 of 2

## Event Details

*All events or accidents need to be reported by filling in this section.*

*It does not matter who fills it in.*

*Names do not have to be included if no-one is injured.*

*The completed report must be handed to the supervisor or the first aid person.*

## Injury Details

*The First Aid person must complete this information and pass the form onto the manager as soon as possible.*

**Event Report Number:** \_\_\_\_\_

Date of event: \_\_\_\_\_ Date Reported: \_\_\_\_\_

Time of event: \_\_\_\_\_ am/pm Time Reported: \_\_\_\_\_ am/pm

Type of event:

- Hazard       Near miss       Damage       Injury

Person Reporting: *(Not compulsory for no damage or injury)*

\_\_\_\_\_

Exact location of event:

\_\_\_\_\_

\_\_\_\_\_

Description of event:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of injured person *(Complete separate form for each person):*

\_\_\_\_\_

Date of birth: \_\_\_\_\_ Gender:  Male     Female

Employment status:

- Full Time       Part Time       Casual       Temporary

Part of body injured:

\_\_\_\_\_

Type of injury: \_\_\_\_\_

Cause of injury: \_\_\_\_\_

Treatment Details:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# Accident Investigation Report Page 2 of 2

## Investigation

*To be completed by the Supervisor within 24 hours of the accident.*

*Safety Representatives should be involved in the investigation.*

*The completed report should be presented to the Safety Committee and must be filed.*

**Event Report Number:** \_\_\_\_\_

Supervisor Name:

\_\_\_\_\_

What happened?:

\_\_\_\_\_  
 \_\_\_\_\_

How did it happen?:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Why did it happen?:

*(What events happened in the lead up to the incident)*

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## Action

*What actions are being taken to make sure the accident will not happen again?*

Activity	Responsible	Do by Date

## Review and Comment

*These people should review the outcome and make comment or sign off.*

Owner / Manager:

\_\_\_\_\_  
 \_\_\_\_\_

Safety Representative:

\_\_\_\_\_  
 \_\_\_\_\_

Injured Person:

\_\_\_\_\_  
 \_\_\_\_\_




# First Aid Register

Name	Injury/Illness	Date/time of injury	Treatment	Description of accident or cause of injury	Referred to	Action taken	Responsible
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

**Confidential Do Not Destroy** All first aid and medical records are confidential, and therefore must not be disclosed to any person without written permission of the employee involved.

# Employee Report Form



## Worker Report Form

- Notice of Work Related Injury
- Claim for Compensation

**To the worker**

**Do you wish to claim for expenses e.g. doctor's bills or lost wages?**

**YES** Complete the whole form and give it to your employer **as soon as possible** along with a medical certificate supporting your claim and any accounts you may have. Keep the worker's copy in a **safe place** for your own record.

**NO** Complete sections 1, 2, 4 and 8 of this form and give the green Notice of Work Related Injury to your employer **as soon as possible**. Keep the pink and blue copies in a **safe place** should you need to make a claim at a later date.

**If you need help filling in this form speak to:**

- Your supervisor;
- Your employer's workers compensation or occupational health and safety coordinator;
- Your health and safety representative;
- The Customer Information Centre of WorkCover Corporation (telephone 13 18 55 or 1800 888 508 for interstate calls). If you are unable to fill the form because it is in English staff from the Customer Information Centre will arrange interpreting services. This interpreting service is free;
- Your union representative;
- The Employee Advocate Unit of WorkCover (phone 8233 2222)

**To the employer**

If this notice is for an "immediately notifiable work related injury" you must, if you have not already done so, notify your Local Regional Office of Workplace Client Services of the Department for Administrative and Information Services (DAIS) by telephone or fax pursuant to Reg 6.6.2(1) of the Occupational Health, Safety and Welfare Regulations, 1995.

**Additional Note for Employers with a Claims Agent**

Notices of Work Related Injury (green page) must be forwarded to your Workers Compensation Claims Agent within five business days of receiving it unless:

- the disability does not, or is unlikely to, require medical treatment; **and**
- the disability is only temporary and not of a recurrent nature; **and**
- no time is lost other than the time required for treatment.

Claims for Compensation (pink page) must be forwarded to your Workers Compensation Claims Agent within five business days of receipt together with an **Employee Report Form**.

To request further copies of this form, contact Customer Information Centre of WorkCover Corporation on 13 18 55 or 1800 888 508 for interstate calls.

# Training Register

ID No	Name	Position	Training Details																		
			Induction	Hazard Management	Manual Handling																
1																					
2																					
3																					
4																					
5																					
6																					
7																					
8																					
9																					
10																					

## SAFE Guidelines

# S

### See it

Walk around the workplace with the staff and look for hazards. Use a checklist if you want and make a list of all the hazards you can see.

# A

### Assess it

Once the list has been made, consider the likelihood and consequence of an accident.

# F

### Fix it

Develop and put in place controls that minimise the risk of something happening or of somebody being hurt. Fix it before it causes damage.

# E

### Evaluate it

Review how effective the control you put in place was and consider whether or not you need to take further action.

# Hazardous Substances Register

ID No	Substance Name/ Description	Manufacturer/ Supplier/ Local contact	Use	Package Type	Package Quantity	Number of Packages	Total Quantity	Poison Schedule	HAZCHEM Code	Dangerous Goods Class	UN Number	Package Group	MSDS (Number)
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													