



## INCIDENT REPORTING POLICY

VERSION NUMBER: 1.2

ISSUE DATE: 10/02/2022

DATE OF LAST REVIEW: 13/09/2022

### Policy Commitments

Northern Edge Studio recognises that the health and safety of its employees is a priority and that if accidents or incidents do occur, they should be reported. Incidents should be investigated to ensure that the possibility of recurrence or further risk is minimised.

Northern Edge Studio understands the importance of incident reporting and investigation and has developed hazard inspection, hazard reporting and maintenance programs to minimise the workplace accidents or dangerous occurrences.

Northern Edge Studio will ensure that all employees, visitors, volunteers, contractors, and sub-contractors share and adhere to this policy.

### Objectives & Goals

Northern Edge Studio will:

1. Commit to preventing workplace accidents and minimising dangerous occurrences
2. Provide a mechanism for reporting accidents, incidents, work-related illness, and dangerous occurrences
3. Investigate accidents to determine the cause and prevent recurrence
4. Obtain statistics based on accidents and incidents
5. Meet legislative requirements
6. Report occurrences that have potential to result in injury or damage to property
7. Notify Return to Work SA for any incidents that result in absence from work

Staff will:

1. Report accidents and hazards at the earliest opportunity
2. Comply with relevant legislations and obligations
3. Take reasonable responsibility for own safety

### Definition

*Incident* refers to any event which causes or could have caused injury, illness, damage to plant, equipment, vehicles, property, material, or the environment or public alarm.

*Hazard* refers to something that has the potential to injure or harm people, property and equipment.

### Responsibilities

Managers and principals are accountable for enforcing this Code of Conduct; however, all employees have a responsibility to adhere to the policy at all times. All breaches of the policy will be dealt with in accordance with the Northern Edge Studio's Working Practices Policy.

Breaches may result in disciplinary action, which in serious circumstances may include termination or prosecution.



### **Application**

This policy applies to Northern Edge Studio and New Northern.

Northern Edge Studio provides this policy to all staff, contractors, sub-contractors, and interested parties upon request.

### **Scope**

The version of this policy applies from the sign-off date.

It replaces all previous versions and should be read in conjunction with all current policies and procedures and relevant legislation. Queries in regard to content of this policy are to be referred to the principals.

This policy will be reviewed regularly, and modified as required, to reflect changes in company policy, best practice, and compliance with the relevant legislation.