

P.08.01 HAZARD, INCIDENT OR NEAR MISS REPORTING POLICY

1.0 INTRODUCTION

In accordance with the Occupational Health & Safety Act 2004, systems are required to be in place to ensure that any hazard or near miss incident that occurs within AVETA is reported, assessed and controlled. This policy and associated procedures apply to all staff, students, contractors and the general public.

2.0 REFERENCES

2.1 Occupational Health and Safety Act 2004 - <https://www.legislation.vic.gov.au/in-force/acts/occupational-health-and-safety-act-2004/034>

3.0 PROCEDURE

The following individuals are responsible for the reporting of hazards or near misses:

- Any staff member who is involved in or observes any hazardous situation or near miss (in a public area, a designated staff area, or classroom) is responsible for:
 - a) Completing the Hazard or Near Miss Report
 - b) Forwarding the report to AVETA's CEO as soon as practicable
- The same procedure applies if a hazard or near miss is reported to any staff member by a student, contractor or visitor.
- AVETA's Management and Health & Safety Representatives shall ensure that copies of the Hazard or Near miss report are available in all areas or that staff and students have ready access to the form.

3.2 Corrective Action

- AVETA's CEO is responsible for ensuring that a risk assessment is completed, as soon as it is considered practicable.
- Corrective action is to be taken as soon as possible to prevent a recurrence.
- If equipment is involved, the equipment shall be removed from service and tagged. The tagged equipment shall cease to be used until the appropriate corrective action is taken. The same applies to any process that is deemed to be of danger or contravene Victorian Occupational Health & Safety requirements.
- AVETA's CEO shall ensure that the staff member and/or students involved are advised of the potential outcomes and of the timelines for corrective action.
- Upon completion of the corrective action AVETA's CEO shall sign off the Hazard or Near Miss Report and return the original form to the staff member reporting the hazard/near miss.
- A copy of the completed Hazard or Near Miss Report will be retained by AVETA's Management for a period of five (5) years.

3.3 Immediate Risk

- Where the risk is immediate, one or more of the following actions should be taken by AVETA's Management:
 - a) Cease the operation and place an avoid or do not use sign as near as practicable to the hazard
 - b) Withdraw staff, students, visitors or contractors from the area
 - c) Contain the risk if practicable
 - d) Warn others who may come into contact with the hazard to ensure that they are not placed at risk
 - e) Notify the AVETA Health & Safety Representative immediately