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| **WHS Procedure Title:** | | ation | | |
| **WHS Procedure No.** | |  | **Authorised Date** | 03 March 2024 |
| **Review:** | Annual General Meeting Executive & Management Committee Meeting- March each year | | | |

# Purpose & Scope

This procedure outlines requirements for notifying and reporting health and safety incidents and hazards at Ingleburn RSL Sub Branch work sites. This procedure applies to all Sub Branch workers and other persons working/visiting on Sub Branch sites.

# Sub Branch sites

Sub Branch Sites include:

* Main Sub Branch Office located in Club Ltd premises;
* Gardens and Park Office;
* Ingleburn RSL Sub Branch Memorial Gardens;
* Sister Helen FJC Haultain Memorial Park;
* Sub Branch Bus;
* Offsite areas e.g. Service Members/Auxiliary homes, Hospitals, Nursing homes

# Context

Reporting and recording of incidents is an important component in hazard control, risk management and incident prevention. The information provided in reporting and recording of incidents is managed in accordance with this procedure.

RSLNSW Sub Branch has a legal obligation under the Work Health and Safety Act 2011 (WHS Act) and the Work Health and Safety Regulation 2017(WHS Regulation) to keep a record of all work-related injuries, illnesses, and dangerous events that occur in the workplace or where work is undertaken. Ingleburn Sub Branch also has a legal duty to report certain types of incidents (Notifiable incidents) to SafeWork NSW (the Regulator).

# Reporting

When entering a report in Ingleburn RSL Sub Branch, it is important to determine whether the event will be reported as a hazard or an incident (“incidents” include near misses, illnesses and injuries).

**Hazard/Near Miss** – Corrective Action Register (C.A.R.); **Incident** – Injury/Illness Register; **Consultation** Recorded in Sub Branch Monthly Meeting Minutes.

**RECORD THE INFORMATION**

Injury or illness has happened.

Investigation conducted by SAO in consultation with all parties.

Must be recorded into the Injury/Illness Register.

If determined it is a Notifiable Incident report to SafeWork NSW & preserve the site (Note if Contractor based their PCBU is responsible to report to Regulator)

**INVESTIGATE INCIDENT**

Report to:

* Gardens and Pak Manager;
* Honorary Secretary;
* Safety Asset Officer (SAO)

**REPORT INCIDENT/ILLNESS**

If a hazard is identified and can be immediately and safely rectified, and the person is capable to do so, then this should occur. If this is not possible, hazards reported in Step 1 are to be assessed and controlled in consultation with all parties by the SAO.

**Complete the SAFER steps**

Report to:

* Gardens and Pak Manager;
* Honorary Secretary;
* Safety Asset Officer (SAO)

**REPORT HAZARD OR   
A NEAR MISS**