


Illawarra Shoalhaven Joint Organisation Policy Manual

Work, Health and Safety /
Reportable Incidents Policy

An abstract graphic design on the right side of the page. It features several thick, overlapping lines in various colors: orange, blue, green, purple, and black. The lines intersect and overlap to form a complex, multi-colored shape that resembles a stylized star or a cluster of paths. The background is white, and the lines are solid and vibrant.

1. POLICY OBJECTIVES

The objectives of the Illawarra Shoalhaven Joint Organisation's (the ISJO's) Work, Health and Safety Policy are to:

- Create and maintain a safety culture whereby all workers are aware of, enact and champion the principles of workplace health and safety
- Ensure as far as reasonably practicable that the workplace is safe and hazard free
- Ensure early reporting of accidents, incidents and hazards
- Act proactively in relation to investigating, managing and controlling risks
- Enable access for all workers to relevant workplace health and safety training/education
- Encourage reporting of behaviours which breach the ISJO's Workplace Health and Safety Policy
- Ensure there are processes in place as far as reasonably practicable to consult, co-operate and coordinate activities in regard to workplace health and safety
- Ensure all individuals described in the scope of this policy where reasonably practicable demonstrate a health and safety duty in respect to workplace health and safety including the ISJO's policies, practices and procedures.

2. POLICY SCOPE

This policy applies to all personnel deemed as *workers* as indicated in section 7 of the *Work Health and Safety Act 2011*. This includes the ISJO permanent, temporary and casual employees and extends to cover all other people such as contractors or subcontractors, an employee of a labour hire company, an outworker, an apprentice or trainee, a work experience student and a volunteer.

This policy also extends to cover visitors.

3. POLICY STATEMENT

The ISJO is committed to providing a safe and healthy workplace through the management of and/or elimination of conditions/hazards that could result in personal injury or ill health. The ISJO will do all that is reasonably practicable to ensure safe and healthy work practices. The ISJO considers that workplace health and safety is a joint responsibility between the ISJO, its employees and all other people deemed as workers as indicated in section 7 of the *Work Health and Safety Act 2011*.

4. RESPONSIBILITY

The ISJO has a health and safety duty where reasonably practicable to ensure the health, safety and welfare of all its workers including visitors. In meeting this obligation the following responsibilities have been identified.

The Chief Executive Officer will:

- Ensure the policy framework promotes a safe and healthy place to work, for all persons described in the scope of this policy
- Take action to ensure due diligence in providing and maintaining a safe and healthy working environment
- Ensure appropriate mechanisms for consultation with the workers who carry out work for the ISJO who are likely to be directly affected by a matter related to workplace health and safety

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Document Owner	Chief Executive	Author:	Roger Stephan	Approved by:	Chief Executive
Date:	8/8/2022	Review Date	Annually on 8 August	Doc ID:	
Version:	2	Amendment notes:	Policy updated 30 May 2024		

- Provide assistance and support to the ISJO's health and safety consultative processes
- Model appropriate workplace safety behaviours
- Ensure the implementation and support of the ISJO's safety management system
- Ensure compliance with incident notification requirements as set out in this policy and in relevant legislation including the Work Health and Safety Act 2011.

Managers will:

- Model appropriate workplace safety behaviours and monitor the work environment to ensure acceptable standards of behaviour are observed at all times
- Take action to ensure due diligence in providing and maintaining safe and healthy working conditions
- Ensure prompt notification of accidents, incidents or hazards
- Where identified take corrective or preventative action to eliminate or mitigate hazards/risks
- Ensure staff are aware of and understand the ISJO's Workplace Health and Safety Policy and associated plans, protocols and procedures
- Provide assistance and support to the ISJO's health and safety consultative processes
- Ensure Safe Work Method Statements and related documentation relevant to the Division's operations are prepared, approved and implemented through staff education, feedback, monitoring and review
- Comply with incident notification requirements as set out in this policy and in relevant legislation including the Work Health and Safety Act 2011.

Coordinators and Team Leaders will:

- Model appropriate workplace safety behaviours and monitor the work environment to ensure acceptable standards of behaviour are observed at all times
- Participate in workplace inspections to ensure workers are working in a safe environment and in accordance with the ISJO's safety management plans, procedures and practices
- Ensure prompt notification of accidents, incidents or hazards
- Where identified take corrective or preventative action to eliminate or mitigate hazards/risks
- Ensure the appropriate use of all safety and personal protective equipment
- Ensure staff are aware of and understand the ISJO's Workplace Health and Safety Policy and associated plans, protocols and procedures
- Provide assistance and support to the ISJO's health and safety consultative processes
- Comply with incident notification requirements as set out in this policy and in relevant legislation including the Work Health and Safety Act 2011.

General Staff including Casual Employees will:

- Ensure individual behaviour complies with the ISJO's Workplace Health and Safety Policy, and established safe work practices
- Ensure that their actions do not endanger or put at risk the health, safety or well-being of the individual or any other person

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- Ensure that individual actions or behaviours do not interfere with or result in the misuse of the ISJO's property or equipment
- Ensure the prompt notification of accidents, incident or hazards
- Ensure the appropriate use and maintenance of personal protective clothing and equipment
- Comply with incident notification requirements as set out in this policy and in relevant legislation including the Work Health and Safety Act 2011.

Work Health and Safety Consultation

Work health and safety consultation requirements are clearly defined under Part 5, Division 2 Consultation with workers of the *Work Health and Safety Act 2011*.

Section 48 (Nature of Consultation) requires that:

- Relevant information is shared with workers
- Workers are given reasonable opportunity to:
 - Express their views and to raise work health or safety issues
 - Contribute to the decision making process
- The views of workers are taken into account by the ISJO, and
- If the workers or group of workers are represented by a Health and Safety Representative, consultation must involve that representative.

To ensure the objectives of this policy are achieved, the ISJO through the safety management system will support ongoing work health and safety consultation. Consultation in relation to work health and safety may be undertaken by one or a combination of the following:

- Toolbox talks
- Staff meetings

Incident notification

Any serious injury or illness, a death or a dangerous incident must be reported to the CEO and to SafeWork NSW on [13 10 50](tel:131050) as an urgent investigation may be needed.

Staff must take care not to disturb the incident scene until SafeWork NSW inspector arrives at the site or until direction is given by an inspector. Staff may help an injured person and ensure safety of the site.

Incidents can be notified 24 hours a day, 7 days a week by calling [13 10 50](tel:131050).

Staff must also:

- provide first aid and make sure the worker gets the right care
- record it in the [register of injuries](#)
- notify your insurer within 48 hours.

Please note that your responsibility to not disturb the incident scene does not prevent any action to:

- assist an injured person

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- remove a deceased person
- make the site safe
- assist with a police investigation, if directed
- comply with an inspector request.

What incidents need to be notified?

A “notifiable incident” under the work [the legislation](#) relates to:

- the death of a person
- a serious injury or illness of a person
- a potentially dangerous incident.

Examples of these incidents are available in Safe Work Australia's [Incident notification information sheet](#).

If you're still unsure, make contact with the CEO and / or call SafeWork NSW on [13 10 50](#).

How SafeWork NSW will respond

SafeWork NSW's [Customer service standard - Notifying a WHS incident \(PDF 1.5MB\)](#) is about the notification process. It outlines the process they follow when responding to incidents, what we can expect from them and how they can help.

Penalties for failure to conform with requirements in regard to Incident Notification

Penalties apply for not notifying incidents. The [maximum penalty](#) for failing to notify is \$50,000 for a body corporate and \$10,000 for an individual.

More information:

- [SafeWork NSW incident response and investigations - what to expect - Customer Service Standard \(PDF 1.5MB\)](#) - outlines the investigation process and what we can expect from them if an investigation is undertaken following an incident. It outlines what happens after the initial notification process.
- [When to notify blood, body substance and needlestick injuries](#)
- Use the [Have you been injured at work?](#) web app to find out what you need to do next. The app contains information on weekly payments and entitlements and help in planning recovery and return to work.
- Download and display the If you get injured at work [poster](#).
- Contact icare for information on [notifying a workplace injury and the claims process](#).
- For recovery at work information visit the [State Insurance Regulatory Authority, Injury Advice Centre](#).

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POLICY DEFINITIONS

THE ISJO

The Illawarra Shoalhaven Joint Organisation

Officer

A person who makes, or participates in making, decisions that affect the whole, or a substantial part, of the business as per section 9 of the Corporations Act 2001 of the Commonwealth (WHS Act 2011 – Definitions)

Safety Management System

A safety management system is a guide that assists the ISJO to systematically achieve and maintain standards for managing safety and health. It brings together the policies and procedures required to effectively mitigate the risks associated with the ISJO's operations.

Notifiable Incident

A “notifiable incident” under the work [the legislation](#) relates to:

- the death of a person
- a serious injury or illness of a person
- a potentially dangerous incident.

SIRA

If you get injured at work

- 1 Tell your employer**
Tell your employer as soon as you can. Your employer must notify the insurer within 48 hours. If your injury is serious, your employer must notify SafeWork NSW immediately on 13 10 50.
- 2 See your doctor**
See your doctor and get a certificate of capacity for your employer to send to the insurer.
- 3 Recover at work**
If you are able, stay at work or plan how to return to work to help you get better sooner. Your employer is required to provide suitable work to help you recover.

You can make a workers compensation claim which may cover medical expenses, and weekly payments if you need time off work. Talk to your employer's insurer for more information.

Your employer's workers compensation insurer Contact

Your employer or return to work coordinator Contact

All employers must ensure information regarding reporting injuries and making claims is available to workers at all times under NSW legislation. Visit [www.sira.nsw.gov.au](#) for more information or email [workerscomp@nsw.gov.au](#) or call 13 10 50.

State Insurance Regulatory Authority

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