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INCIDENT, INJURY & HAZARD REPORTING (Including JSA's)

Procedure statement

BKM Australia is committed to the provision of a safe and healthy work environment for all employees, contractors, sub-contractors, suppliers, and clients.

BKM Australia will maintain records of all hazards, near misses, incidents, and injuries for the purposes of minimising risk of injury and ill-health or the recurrence of an incident.

Accordingly, all Staff, Employees, Contractors, Sub-Contractors and Suppliers are expected to report hazards, near misses and incidents and BKM Australia and its Contractors and Sub-Contractors Managers are expected to address these in consultation with its staff.

In doing so, this will ensure that BKM Australia complies with the requirements of the Occupational Health & Safety Regulations 2017, the Occupational Health and Safety Act 2004 and the Workplace Injury Rehabilitation and Compensation Act 2013 (WIRC Act)..

Persons affected

All Staff, Employees, Contractors, Sub-Contractors, Suppliers and Clients.

Definition of terms

Hazard: something that has the potential to injure or harm people, animals, property, and equipment

Incident: an event that has the potential to or does lead to an injury or damage to property and equipment as result of losing control of a hazard

Near miss: any unplanned incidents that occurred at the workplace which, although not resulting in any injury or disease, had the potential to do so

Notifiable Incident: an incident for which you are legally required to notify Worksafe Queensland.

Incidents that must be reported include those that result in:

- Death.
- A person needing medical treatment within 48 hours of being exposed to a substance
- A person needing immediate treatment as an in-patient at a hospital

- A person needing immediate medical treatment for one of the following injuries: amputation, serious head injury or serious eye injury, removal of skin (example: de-gloving/ scalping) electric shock, spinal injury, loss of a bodily function, serious lacerations (example: requiring stitching or other medical treatment).

COVID-19 incidents - From 28 July 2020, employers are required to notify WorkSafe immediately on becoming aware that an employee or an independent contractor or a contractor's employee has received a confirmed COVID-19 diagnosis and has attended the workplace during the infectious period.

Should you become aware that an Employee, Contractor, Sub-Contractor, Supplier or Client has or may have come into contact with a suspected COVID 19 Infected person or have contracted COVID 19, BKM Australia is to be made aware immediately. So, all necessary steps can be taken to reduce the risks and increase the safety of others.

If the incident is notifiable, the site of the incident is to remain undisturbed until a WorkSafe Inspector arrives on site or gives permission for disturbance.

Responsibility

Employee, Contractor, Sub-Contractor & Supplier

- Report any hazard, near miss, incident, or injury to their Manager/Supervisor and BKM Australia.
- Report all hazards, near misses, incidents, or injury via telephone, in person and/or email.

Client

- To assist BKM Australia and consult with Employees, Contractors, Sub-Contractors and Suppliers within the designated work group with regard to incident investigation and risk control.

BKM Australia

- To assist all parties and consult with Employees, Contractors, Sub-Contractors, Suppliers and Clients within the designated work group with regard to incident investigation and risk control.
- Guidance & Assistance
- Record Keeping
- Government Body notification
- Continual Improvement and Implementation of Health & Safety practices.

WHAT IS A JSA?

A job safety analysis (JSA) is a written procedure developed to review work steps and their associated hazards in order to put in place correct solutions to eliminate or minimise the risk of those hazards.

WHO IS RESPONSIBLE & WHEN DO YOU COMPLETE A JSA?

Timing

A JSA should be initiated or started prior to any works being undertaken on and within a work site/area by the Site Supervisor, Manager on Duty, Leading Hand or the Person in Charge of the work area/site.

A meeting should be held with all relevant parties associated with that work area/site. Stating, informing, communicating, involving and educating all of the relevant parties associated with that work area/site on the hazards, potential hazards, issues, risks, concerns and the solution or management of such.

The JSA should be treated as an open document whilst the task/s are being undertaken at that site/area for that day.

JSA's should be completed/closed at the end of the task and/or at the end of the day and all relevant parties notified of potential hazards, risks, issues, or suggestions

Responsibility

Contractor, Sub-Contractor & Supplier

- Are **recommended** to complete JSA's and Equipment Safety Inspections upon arrival to all BKM Australia's and its client's sites.
- Are **recommended** to supply BKM Australia with completed JSA's, hazards, near misses, incidents, or injury via email as soon as practicable.

Client

- Though **not required** to complete a JSA, they are advised to assist BKM Australia and its Employees, Contractors, Sub-Contractors and Suppliers within their property and designated work area in regards to any and all potential known hazards in order to assist with risk control.

BKM Australia & Employees

- Are **required** to complete JSA's and Equipment Safety Inspections upon arrival to all BKM Australia's and its client's sites.
- Are **required** to supply BKM Australia Management/Supervisors/Managers with completed JSA's, hazards, near misses, incidents, or injury via email as soon as practicable.
- Works being performed on a work site/area without the initiation or start of a JSA will lead to disciplinary action to the BKM Australia employee.