

Accident and Incident reporting is crucial as it provides an organisation with invaluable information. The information recorded in these documents should accurately reflect what occurred in relation to the accident or incident providing as much detail as possible including but not limited to:

- ▼ The details of the injured party
- ▼ The details of the persons documenting the incident report
- ▼ A description of what occurred, including date, time, weather conditions
- ▼ A description of the injuries
- ▼ A description of first aid provided (by suitably qualified persons)
- ▼ Details of emergency services contacted
- ▼ Photographs of where the incident occurred
- ▼ Photographs of the injury (with permission)
- ▼ Witness statements
- ▼ Retention of any equipment associated with the incident

- ▼ A review of causation and remedial action if required

- ▼ Any other items pertinent to the incident.

As a record of events this information can be called upon by legislative authorities or if litigation is commenced. The legibility, accuracy and secure retention of the information contained in an accident and incident report is critical.

In addition, any associated information such as work instructions, Workplace Health and Safety practices and protocols, site induction information and training records should also be retained.

Established internal escalation procedures in relation to accident and incident reporting can ensure the appropriate people both within and external to the organisation (where required), are aware of the incident. Dependant on the circumstances relating to the accident or incident, escalation procedures may involve the activation of the business continuity plan, crisis management protocols, or the involvement of media and communication specialists to name but a few.

The analysis of information contained in accident and incident reports can highlight strengths and weaknesses in relation to a site area or activity.

This analysis, conducted regularly, can provide details of areas or activities that result in frequent incidents and those that have resulted in severe injury.

Further review and root cause analysis of this information can highlight trends. The

information gained from the analysis can then be used to target resources in risk mitigation.

Targeted risk reduction efforts may include a review of controls for example:

- ▼ Updates to procedures and policies and re-training
- ▼ Engineering such as the retrofit of safety controls
- ▼ Removal of the hazard
- ▼ Substitution or restricting access
- ▼ The provision of personal protective clothing.

A review of the organisation's control mechanisms in relation to the activities giving rise to accidents and incidents can assist in minimising recurrence.



For more information:
www.vero.com.au/vero/business-insurance/risk-management
Contact us at riskengineering@vero.com.au