

Getting started

Incident Report Log - Recording Hazards and Incidents

All injuries, accidents and incidents that occur in the workplace must be recorded and in some cases must also be immediately reported to your state workplace safety authority (see section on Notifiable Incidents below).

When everyone feels positive about reporting any hazards that they see, you have a strong foundation for your farm safety program.

Best practice:

1. Ensure that all work-related injuries, accidents and incidents are recorded.
2. Report Notifiable Incidents to your state workplace safety authority immediately.
3. Investigate all injuries, accidents and incidents, record the findings and the follow-up.
4. Ensure that hazards and near-misses are also reported and recorded.
5. You must retain details of all accident and incident records for at least 5 years.

Internal reporting

You may think that the less you hear about incidents or near misses, the better. But reports of hazards or incidents should be welcomed and encouraged – they enable you to take corrective action where necessary and reduce the likelihood of future problems.

It's essential that everyone is comfortable reporting safety or health issues to you as soon as they notice them and you are prepared to listen and act.

You don't need an elaborate reporting system – it could just be a folder in the workshop or lunchroom – a process that everyone is encouraged to use.

When a work-related injury (minor or major) has occurred the injured person must:

- › Report the injury or illness to their supervisor or employer as soon as possible;
- › Enter the details in the injury and incident register or have another person complete the register; and
- › Obtain a Workcover medical certificate from the treating doctor, where the injury requires such treatment, and give the certificate to the employer.

All work-related injuries, accidents and incidents must be thoroughly investigated as soon as possible and controls put in place to prevent them recurring.

Employers should document all of the investigation procedure to ensure that all aspects are covered.

Once an investigation has been done it is important to follow through and implement any recommendations.

You need:

- › A way of recording hazards and near misses.
- › A register of injuries, accidents and incidents.
- › An approach for investigating injuries, accidents and incidents.

Tip



- › Set up these records using the templates in your Farm Safety Manual.
- › Make sure everyone knows where they are and how and when to fill them in.

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Notifiable incidents

The state workplace safety authority must be notified of incidents that result in death, serious injury or impose a serious risk to health.

What classifies as a notifiable incident differs from state to state but below is a summary of incidents that require notification in Victoria and New South Wales:

- › Death or serious injury to a worker;
- › Illness of a worker related to a work process;
- › Exposure to bodily fluids that presents a risk of transmission of blood-borne diseases;
- › Collapse of structure;
- › Uncontrolled escape of gas, dangerous goods or steam;
- › Overturning licensed plant and machinery;
- › Exposure to chemicals from a spill;
- › Uncontrolled explosion or fire;
- › Any incidence of violence at work.

In Victoria initial phone notifications to WorkCover must be followed up by written documentation within 48 hours. The incident scene must be undisturbed, apart from providing assistance to injured persons or to prevent further risk to anyone's health and safety.

Tips



- › The incident scene must not be disturbed until instructed by a WorkCover inspector.
- › To notify the workplace safety authority in your state, phone:

VIC 13 23 60

NSW 13 10 50

TAS 1300 366 322

QLD 1300 362 128

SA 1800 777 209

WA 1800 678 198

Recording Safety Incidents Checklist

Does everyone working on the farm record all hazards and near misses?

Do you have a register of all work-related injuries, accidents and incidents?

Do you investigate all injuries, accidents and incidents and keep a record of your findings and follow-up?

Do you keep your records in an accessible place for at least 5 years?

Incident Report Log

Incident and injury register

*** Insert Manager's name and contact details before proceeding ***

Date of entry: / /	
Name of person injured:	Date of birth: / /
Status (employee, contractor, visitor):	
Address:	
Signature (injured person or person reporting):	

Details of injury or incident

Date of entry or incident: / /	Time: am/pm
Date reported: / /	Time: am/pm
Injury / incident reported to:	
Injury / incident location:	
Activity engaged in at time of injury / incident:	

Details of the injury

Cause of the injury / incident:
Name of witness(es):
First aid attendant (if applicable):
First aid treatment (if applicable):
Name and address of doctor (if applicable):

Completed by:
Notification:
Police:
Workcover Authority:
Insurer:

**** File this document in the relevant farm folder and retain for two years ****

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Incident Report Log

Injury and Incident Investigation report

All work-related injuries, accidents and incidents need to be investigated as soon as possible and controls put in place to prevent them recurring.

The investigation should thoroughly analyse the injury or incident, determine the cause(s) and identify actions necessary to prevent it happening again.

*** Insert Manager's name and contact details before proceeding ***

Date of report: / /	Date of incident: / /
Location of incident:	

Investigation team

Manager or supervisor:
Safety officer:
Employee or other person working on the farm:

Details of damage (plant / equipment / property)

Check boxes as appropriate	
<input type="checkbox"/> lost time	<input type="checkbox"/> medical treatment
<input type="checkbox"/> first aid	<input type="checkbox"/> none
<input type="checkbox"/> reported to Workcover insurance agent	

Details of injury

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Details of injury / incident

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Key contributing features

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Incident Report Log

Injury and Incident Investigation report

Immediate causes

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Underlying causes

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Intermediate action taken to prevent further risk of injury or recurrence

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Recommendations

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Action and responsibilities

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Completion date: / /
Name of manager or supervisor:
Signature:

**** File this document in the relevant farm folder and retain for two years ****

Incident Report Log

Hazard or Near Miss Report

To be completed by an employee or contractor reporting a hazard or near miss.

*** Insert Manager's name and contact details before proceeding ***

Reported by:	Position:
Signature:	Date: / / Time: am/pm

Reported by:	Position:
Signature:	Date: / / Time: am/pm

Worker / Contractor to complete

Type of incident or hazard (please tick):			
<input type="checkbox"/>	Incident	<input type="checkbox"/>	Near miss
<input type="checkbox"/>	Hazard	<input type="checkbox"/>	Hazardous work practice

Location:
Description of the incident, hazard or near miss:

Management to complete

Name of manager or supervisor:
Corrective action taken:

Further action required:	Person responsible:	Date to be done:

Signature:	Date: / / Time: am/pm
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