

INCIDENT OR HAZARD **RESPONSE**

Reporting of hazards and incidents helps create a safe and healthier work environment for all by ensuring corrective actions are implemented.

IMMEDIATE RESPONSE

- **ASSESS**
- **RESPOND**
- **TELL**

1

ASSESS THE DANGER

Protect yourself and others

2

TAKE IMMEDIATE ACTION

To keep yourself and others safe – arrange First Aid or Medical Attention or call Emergency Services

3

TELL YOUR MANAGER/SUPERVISOR

What happened, type of incident/injuries

4

FORMALLY RECORD VIA IRMS

Go online to record the incident before the end of shift or within 24 hours

FOR SERIOUS INCIDENTS



- Contact the safety team immediately
You can do this by calling your safety partner during normal hours or 0434 567 799 after-hours
- If you cannot reach the safety team call SafeWork NSW on 13 10 50 straight away.
- Minimise disturbance of the area around the incident.

What is a serious incident?

Fatalities, serious injuries (e.g. requiring an ambulance or hospitalisation)

Dangerous incidents (e.g., electric shock, fire/explosion, structural collapse, something falling from a height).

INFORMATION FOR REPORTING

- What happened – an overview
- When did it happen
- Where did it happen
- Who did it happen to (who was affected)
- Who else was involved
- What has been done to support the people affected
- What has/is being done to ensure safety



FOR MORE INFORMATION

Staff – Vinnies Staff Portal > Safety and Wellbeing Hub
or scan the QR code

Members and Volunteers – please visit www.mavs.vinnies.org.au



St Vincent de Paul Society
NSW
good works