

# STANDARD OPERATING PROCEDURE

## Incident Procedure

**Please Note: Incidents need to be reported and filed in the Blakes files. If an incident is serious then it needs to be reported to Work Safe.**

1. Employee or Subcontractor should report incidents to site supervisor.
2. Site Supervisor needs to assess the severity of the incident and act accordingly. Building sites may need to be shut down immediately until incidents can be rectified or the site is deemed to be safe again.
3. If the incident falls into any of the categories below it must be reported to Work Safe. The Work Safe incident report form is saved on the Blakes Website ([bkblake.com.au/contractors](http://bkblake.com.au/contractors)).

*You must report incidents resulting 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)*

*You must report the following incidents if they expose a person in the immediate vicinity to an immediate risk to the person's health and safety.*

- *registered or licensed plant collapsing, overturning, falling or malfunctioning*
- *collapse or failure of an excavation, or shoring supporting an excavation*
- *collapse of a building structure (or partial collapse)*
- *implosion, explosion, or fire*
- *escape, spillage or leakage of any substance*
- *plant or objects falling from high places*

*Dangerous goods incidents*

- *fire*
- *explosion*
- *spills*
- *leakage*
- *escape*

4. If the incident does not fall into any of the categories above, you must complete a Blakes incident report (Blakes incident report form- found on the website) and give to admin to file (OH&S-Incident Reports). We need completed incident forms for all incidents.
5. Site supervisor to assess any follow up action from the incident (e.g. Why did the incident occur and what do we need to do to ensure it does not happen again.)