



Procedure PR-PRO-013

Incident and Injury Reporting

1. SUMMARY

- 1.1. The purpose of this procedure is to define the methods for reporting a safety or environment incident in a systematic manner to enable learning through the assessment of risk control effectiveness leading to the establishment of actions for the prevention of reoccurrence.
- 1.2. This procedure applies to Pure Rail staff and employees.
- 1.3. The Directors are responsible for implementation and management of this procedure.

2. REVISION AND APPROVAL

Rev.	Date	Nature of Changes	Approved By
1	30/08/2016	Original issue.	Helen Broadbent
2	06/12/2021	Updated document number, formatting and references to relevant controlled document numbers added.	Kyle Devine

3. DEFINITIONS

- 3.1. "Incident" – actual harm or impact eg, in terms of human injury, damage to property or other loss.

4. IMMEDIATE REPORTING

This section defines immediate actions to address any incident that has occurred whilst performing work.

4.1. Remove hazards and/or reduce risks if safe to do so

If you have a concern about the health and safety of yourself an/or others:

- Stop work and notify the Client site representative if it is not safe to start or continue work.

Otherwise:

- Adopt safety precautions and take action to eliminate hazard or reduce risk
- Notify other parties that may be immediately affected
- Follow emergency arrangements if needed (eg, environmental containment, first aid, medical assistance and/or treatment)
- In the event of a fatality /serious injury/illness or dangerous incident, do not disturb the site until permission has been granted

4.2. Notify Pure Rail Director/Operations Manager



As soon as possible, notify a Pure Rail Director/Operations Manager of any hazard, near miss or incident. The Director/Operations Manager must enact their responsibilities, including:

- Ensuring appropriate action is taken to control any ongoing risk
- Supporting any injured workers in accordance with **PR-PRO-024 Return to Work Program**
- Arranging drug and alcohol testing
- Initiate **PR-FRM-010 Incident Report**
- Liaise with Client Site Representative

5. NON-IMMEDIATE REPORTING

The relevant employee and Pure Rail Director/Operations Manager must prepare a **PR-FRM-010 Incident Report** within 24 hours of any actual incident. If an injury occurs, **PR-FRM-010a Injury Report** must also be completed.

6. INVESTIGATION

Following all reporting requirements, the Pure Rail Director/Operations Manager must complete **PR-FRM-010b Investigation Report** to determine the root cause.

It is the responsibility of the Pure Rail Director/Operations Manager to ensure all Corrective/Preventative Actions are recorded on the **PR-FRM-010b Investigation Report** and acknowledged when complete.

7. RECORDING OF INCIDENTS

Relevant details from **PR-FRM010 Incident Report** and **PR-FRM-010b Investigation Report** to be recorded in **PR-REG-005 Incident Register**.