











SOP - EMP - Accident and Incident Reporting

This SOP may not cover all possible hazards and risks associated and should be referred to as a control measure in the risk assessment process. Site and task may change required PPE.

PERSONAL PROTECTIVE EQUIPMENT

You must Identify the personal protective equipment required

							
Suits	Eye	Gloves	Hearing	P2 Mask	P3 Mask	Hi Viz	Boots
							
Hardhat	Harness	Safety					

POTENTIAL HAZARDS ASSOCIATED WITH RISKS

Do a risk assessment based on what you see!

Training Required:

- ✓ Construction Industry General Induction
- ✓ Site Induction
- ✓ Incident investigation

Licence or VOC Required: No

Pre-Operational Safety Checks:

- ✓ Complete site-specific risk assessment
- ✓ Public is protected
- ✓ Property is protected
- ✓ It is safe to proceed
- ✓ DRABC

Consultation

- ✓ Notify regulator
- ✓ Potential emergencies considered

Tools & equipment required

Dealing with the EMERGENCY

- ✓ First Aid kit
 - ✓ First Aider
- Incident reporting
- ✓ Camera
 - ✓ Pen & paper

Operating Procedures / Methodology:

Planning & Preparation

- ✓ Conduct a task specific Risk Assessment
- ✓ I understand the instructions on the task
- ✓ Ensure adequate lighting

Doing

- ✓ All nominated control measures are used
- ✓ Call 000
- ✓ Give location with cross streets and landmarks
- ✓ Notify how many are injured
- ✓ Advise injuries sustained
- ✓ How many are injured
- ✓ How accident happened
- ✓ Assistance provided
- ✓ Someone to the street to escort Ambulance into site
- ✓ Stay on the phone

Ending Operations / Housekeeping:

- ✓ Notify Regulator
- ✓ Complete Incident Report
- ✓ Review processes and report
- ✓ Report to your Supervisor
- ✓ Supervisors ensure that the work area is made safe
- ✓ For major incidents do not disturb the scene

Monitor & Review Process

- ✓ If unsafe STOP, review get approval
- ✓ Supervisor to check all activities
- ✓ Report to your Supervisor if unsure
- ✓ **Management to Review outcomes**

DO NOT!

- × **Alter this SOP without Management approval**

Applicable Legislation / Standards:

- ✓ WH&S Act & Regulations
- Codes of Practice –
 - [First aid in the workplace](#)
 - [Work health and safety consultation, co-operation and co-ordination](#)
 - [Managing noise and preventing hearing loss at work](#)
 - [How to manage and control asbestos in the workplace](#)
 - [How to manage work health and safety risks](#)
 - [Hazardous manual tasks](#)
 - [Managing the work environment and facilities](#)
 - [Manual tasks involving the handling of people](#)
 - [Managing the risk of falls at workplaces](#)
 - [Scaffolding](#)
 - [Formwork](#)
 - [How to safely remove asbestos](#)
 - [Labelling of workplace hazardous chemicals](#)
 - [Managing risks of hazardous chemicals in the workplace](#)
 - [Concrete pumping](#)
 - [Confined spaces](#)
 - [Demolition work](#)
 - [Electrical safety Working near overhead and underground electric lines](#)

Safe work procedure approved by:

Refer to Company Implementation Folder for signed documents

Worker sign-off

Refer to Worker's induction file for signed documents

Electrical safety - Works

[Electrical safety - Managing electrical risks in the workplace](#)

[Excavation work](#)

[Managing risks of plant in the workplace](#)

[Mobile crane](#)

[Tower crane](#)

[Traffic management for construction or maintenance work](#)

[Welding processes](#)

[Steel construction](#)

[Tilt-up and pre-cast construction](#)

- ✓ Standards

AS 1319 Safety signs for the occupational environment

AS 1873.3 Powder-actuated hand-held fastening tools

AS 1891.4 Industrial fall-arrest systems and device

AS 1892.1 Portable ladders - Metal

AS 1892.2 Portable ladders – Timber

AS 1892.5 Portable ladders - Selection, safe use a ladder

AS 1940 The storage and handling of flammable and combustible substances

AS 2293 .2 emergency evacuation

AS 2397 Use of lasers

AS 2444 fire extinguishers

AS 2601 Demolition of structures

AS 2865 Safe working in a confined space

AS 3012 Electrical installations - Construction and demolition sites

AS 3017 Electrical installations - Testing and inspection

AS 3760 In-service safety inspection and testing of electrical equipment

ISO45001 OH&S management systems

ISO 31000 Risk management