[Insert Company Logo]

**Incident and Accident Reporting Policy**

Supported through the SafetyCheck Application

**Purpose**

At [Insert Company Name], we are committed to ensuring that all incidents, accidents, and unsafe conditions are reported promptly and investigated appropriately. Prompt reporting allows us to take corrective action, meet our legal obligations, and prevent future harm.

This policy outlines how incident and accident reporting is managed across our worksites, with all records tracked and submitted through the SafetyCheck App.

**Objectives**

We are committed to:

* Ensuring all incidents and near misses are **reported immediately** using SafetyCheck or directly to a manager.
* Investigating the causes of all incidents and implementing corrective actions to prevent recurrence.
* Meeting our legal obligations under the **Health and Safety at Work Act 2015** or **WHS Act 2011 (AUS)**, including reporting notifiable events to the relevant regulator (e.g. WorkSafe NZ, WorkSafe VIC/NSW etc.).
* Supporting a safety culture where workers are encouraged to report incidents without fear of blame.

**Scope**

This policy applies to:

* All workers, contractors, subcontractors, and visitors at any worksite or workplace managed by [Insert Company Name].

**What Must Be Reported**

All of the following must be reported immediately:

* **Incidents** - near misses that could have resulted in injury or damage.
* **Accidents** - resulting in injury.
* **Property damage** - including tools, vehicles, equipment, or client assets.
* **Vehicle accidents** - including crashes, scrapes, or collisions involving a company vehicle or a personal vehicle being used for work.
* **Unsafe behaviour or conditions** - risks observed that may cause harm.
* **Notifiable Events** - serious injury, illness, death, or incident involving immediate danger (e.g. collapse, electric shock, gas escape).

**Responsibilities**

**Workers must:**

* **Report all incidents and accidents immediately** using the SafetyCheck App or directly to a manager/supervisor.
* Cooperate in any investigation or follow-up required.
* Provide accurate and honest information regarding what occurred.
* Notify the company if they seek medical attention or require time off as a result of the incident.

**[Insert Company Name] will:**

* Ensure the incident is recorded in the SafetyCheck Incident Reporting Tool.
* Determine if the incident is a **notifiable event** under the law and notify **WorkSafe NZ** or the appropriate authority if required.
* Secure the scene (if necessary) and begin an investigation.
* Identify and implement corrective actions.
* Support the affected worker, including guiding them through any **Return to Work process**.
* Update the risk register if the incident highlights a new or emerging risk.

**Using SafetyCheck to Report**

Workers can report incidents directly through the SafetyCheck App by completing an Incident Report Form. Reports can include:

* Type of incident
* People involved
* Location
* Description of what happened
* Injuries sustained
* Photos or evidence
* Immediate actions taken

Company Owner or Site Managers will be automatically notified and can track, assign, and close out investigations using the SafetyCheck dashboard.

**Confidentiality & Blame-Free Reporting**

We encourage open and honest reporting. Workers will **not be penalised** for reporting an incident, near miss, or mistake. The focus is on learning and improving safety systems, not assigning blame.

**Policy Review**

This policy will be reviewed annually to ensure it remains current and effective. The review will consider:

* Feedback through SafetyCheck Observation Cards or toolbox discussions
* Incident trends and investigation findings
* Any changes in legal requirements or industry expectations

**Company Details**

Company Name: [Insert Company/Trading Name]

Officers/Directors: [Insert Name(s)]

Date: [Insert Date]

Signed: [Signature(s)]

Next Review Date: [Insert Date]