



HAZARDS AND INCIDENTS POLICY AND PROCEDURES

Policy Statement	Kent Institute Australia (Kent) aims to promote the timely reporting and investigation of all hazards and incidents and to ensure legislative compliance.
Responsibility for Implementation	Executive Manager Risk & Compliance/Governing Board Secretary, Executive Managers, Unit Managers, Kent academic and Kent staff
Compliance and Monitoring	Executive Manager Risk & Compliance/Governing Board Secretary, Audit & Risk Management Committee, Governing Board

Purpose

Kent is committed to the development of a systematic approach to the management of health and safety. The purpose of this policy is to provide a framework for the types of hazards and incidents which are to be reported and a process for the investigation, control and monitoring of hazards.

Scope

All Kent staff, students, contractors and visitors.

Aim

Kent is committed to providing a safe and healthy workplace for its staff, students, visitors and contractors. The aim of this policy is to ensure that all staff are aware of their responsibilities in relation to hazards and incidents reporting and investigation.

Definitions

Hazard - A source of potential harm or a situation with the potential to cause injury or ill health.

Near Miss - An incident that could have or had the potential to cause injury or loss but did not.

Incident - An incident is an unexpected event that causes injury or damage, or which has the potential to do so.

Notifiable Incident - Notifiable incidents are defined in the **Appendix**.

Risk - The chance of something happening that will have impact on Kent's business objectives and may result in personal injury or loss to Kent, Kent staff, contractors, students or visitors to Kent. Risk is measured in terms of consequences and likelihood of occurrence.

Work-Caused Illness is:

- an illness contracted by a person to which work, a workplace, a relevant workplace area, a work activity, or plant or substances for use at the workplace was a significant contributing factor; or
- the recurrence, aggravation, acceleration, exacerbation or deterioration in a person of an existing illness if a workplace, a relevant workplace area, a work activity, or plant or substances for use at a workplace was a significant contributing factor to the recurrence, aggravation, acceleration, exacerbation or deterioration.

PROCEDURE

Kent requires that a Hazard or Incident Report Form (Kent Website [MyKent Public Link](#)> FORM - Hazard or Incident Report Form) Public User Login 'public@kent.edu.au' and enter Password 'AccessKent!' be completed

in regard to all hazards and incidents that occur in areas under the control of Kent. Kent also requires that all injuries, hazards and incidents are investigated in a timely manner and that appropriate strategies are developed and implemented to eliminate or reduce the likelihood of any future occurrences of that injury, hazard or incident.

1.0 Immediate Action in the Event of a Hazard or Incident

In the event of a hazard or incident staff shall, only if it is safe to do so, take appropriate immediate action to minimise the risk of further injury or damage, for example, administer first aid, firefighting, contain spills, contact emergency services.

2.0 Hazard Reporting

- 2.1 If a staff member or student identifies a hazard and it is considered that the hazard cannot be easily rectified, the staff member or student should complete a Hazard or Incident Report Form (Kent Website [MyKent Public Link](#) > *Public Policies and Forms* > *FORM - Hazard or Incident Report Form*) *Public User Login 'public@kent.edu.au' and enter Password 'AccessKent!'* to the extent possible and give it to the Executive Manager Risk & Compliance/Governing Board Secretary OR if at the Kent Melbourne campus submitted to the Business Manager to forward to the Executive Manager Risk & Compliance/Governing Board Secretary located in Sydney.
- 2.2 After reviewing the Hazard or Incident Report Form, the Executive Manager Risk & Compliance is to complete the "Office Use Only" section of the form within three (3) days of being provided with the *Hazard or Incident Report Form*, indicating the control options that were taken, the risk levels before and after a control is implemented and verify if the hazard has been rectified..
- 2.3 All completed Hazard or Incident Report Forms are to be kept on the Hazard and Incident Report Register.
- 2.4 The relevant Unit Manager is to discuss the outcomes from the Hazard or Incident Report Form with their staff at staff meetings.

3.0 Incident Reporting

- 3.1 When an incident occurs at Kent premises, including a near miss incident, the relevant Unit Manager and the Executive Manager Risk & Compliance/Governing Board Secretary must be notified as soon as possible.
- 3.2 When an incident has occurred at Kent premises, including a near miss incident, or a work caused illness has been suffered by an employee, it must be recorded in the Hazard or Incident Report Form by the Unit Manager within three (3) days of the event occurring.
- 3.3 In the event of a notifiable incident, as defined in the applicable work health and safety legislation, the CEO and the Executive Manager Risk & Compliance/Governing Board Secretary are to be notified immediately.
- 3.4 All notifiable incidents must be reported to the regulatory authority (SafeWork NSW or WorkSafe Victoria) by the Executive Manager Risk & Compliance/Governing Board Secretary in the most expedient manner.
- 3.5 The Unit Manager at the Kent premises at which a notifiable incident has occurred must ensure, so far as is reasonably practicable, that the site where the incident occurred is not disturbed until a regulatory authority (SafeWork NSW or WorkSafe Victoria) Inspector arrives at the site or any earlier time that the Inspector directs.

4.0 Incident Investigation

- 4.1 An incident investigation should be conducted for all incidents and recorded in the Hazard or Incident Report Form (Kent Website [MyKent Public Link](#) > *Public Policies and Forms* > *FORM - Hazard or Incident Report Form*) *Public User Login 'public@kent.edu.au' and enter Password*

- 'AccessKent!'. The objective of the investigation is to establish the cause(s) of the incident so that corrective action aimed at preventing recurrence can be taken.
- 4.2 The degree of investigation will depend on the severity of the incident.
 - 4.3 The relevant Unit Manager and the Executive Manager Risk & Compliance/Governing Board Secretary will be involved in the investigation and any action taken to eliminate or minimise the risk should be implemented as soon as possible after the incident.
 - 4.4 The incident investigation is to identify the causes of the incident and recommend preventative actions that will eliminate or minimise the risk of a similar incident recurring.
 - 4.5 Incidents often have multiple causes arising from work methods, work environment, equipment, work organisation and the employee. All possible causes should be examined to help identify other areas of the work environment where safety can be improved.
 - 4.6 When conducting the investigation employees should be given the opportunity to recommend safety solutions during the investigation and asked whether similar incidents have occurred in the past.

5.0 Monitoring Trends

The Executive Manager Risk & Compliance/Governing Board Secretary will monitor hazards and incidents for any trends and will initiate further investigations where:

- A number of incidents are noted for similar situations
- A worker's compensation claim has been lodged
- A notifiable or major incident has occurred, and
- A situation is deemed to require further investigation.

The Executive Manager Risk & Compliance/Governing Board Secretary will liaise with the CEO to keep abreast of any hazards/incidents and associated investigations.

6.0 Records

- 6.1 Records of all incidents that are reported to a health and safety regulator must be kept for five (5) years.
- 6.2 Original completed Hazard or Incident Report Forms are to be kept by the Executive Manager Risk & Compliance/Governing Board Secretary on the *Hazard or Incident Register* for at least five (5) years.

Document Title: Hazards and Incidents Policy & Procedures	
Date Compiled: 25 th May 2015	By: Executive Manager Risk & Compliance
Due Date for Review: July, 2021	Website Access Permission: Public
Date Updated: 25 th May 2016 – No Version Control Change - minor amendments 5 th April, 2017 28 th June, 2018 – No Version Control Change - minor amendments 1 st May, 2019 - No Version Control Change - minor amendments 12 th June 2020 (minor word changes – update version control to reflect currency only)	Reviewed by: Executive Manager Risk & Compliance GM Campus Operations/Campus Director Manager Risk & Compliance/GB Secretary Manager Risk & Compliance/GB Secretary Executive Manager Risk & Compliance/Governing Board Secretary
Version Control Update (Current): Version 1 – 25 th May 2015 Version 2 – 5 th April, 2017 Version 3 – 12 th June, 2020	Approved By: Governing Board Meeting Date: V1 17 th June, 2015 V2 5 th April, 2017 CEO – 28 th June, 2018 CEO – 1 st May, 2019 V3 Managing Director/CEO – 18 th June, 2020
AMENDMENTS: 05/04/2017 – added Melbourne campus details, definition of ‘Incident’ and Clause 4.6 amended to clarify statement. 28/06/2018 – Update Kent position titles to include liaison with the CEO. 01/05/2019 – 12-month review with minor amendments to update Kent position titles. 12/06/2020 - 12-month review with minor amendments, including update to State Health and Safety Regulators, definitions notifiable incidents and Kent position titles. Update version control to reflect currency of policy only from 2017 date.	

APPENDIX

Notifiable Incidents

A "notifiable incident" occurs when:

- a person dies
- a person experiences a serious injury or illness
- a potentially dangerous incident occurs.

SafeWork NSW or WorkSafe Victoria must be notified immediately of any such incidents.

Meaning of "Serious Injury or Illness"

Serious injury or illness of a person means an injury or illness requiring the person to have:

- immediate treatment as an in-patient in a hospital, or
- immediate treatment for:
 - the amputation of any part of his or her body, or
 - a serious head injury, or
 - a serious eye injury, or
 - a serious burn, or
 - the separation of his or her skin from an underlying tissue (such as de-gloving or scalping), or
 - a spinal injury, or
 - the loss of a bodily function, or
 - serious lacerations, or
 - medical treatment within 48 hours of exposure to a substance

Meaning of "Dangerous Incident"

A dangerous incident means an incident in relation to a workplace that exposes a worker or any other person to a serious risk to a person's health or safety emanating from an immediate or imminent exposure to:

- an uncontrolled escape, spillage or leakage of a substance, or
- an uncontrolled implosion, explosion or fire, or
- an uncontrolled escape of gas or steam, or
- an uncontrolled escape of a pressurised substance, or
- electric shock, or
- the fall or release from a height of any plant, substance or thing, or
- the collapse, overturning, failure or malfunction of, or damage to, any plant that is required to be authorised for use in accordance with the regulations, or
- the collapse or partial collapse of a structure, or
- the collapse or failure of an excavation or of any shoring supporting an excavation, or
- the inrush of water, mud or gas in workings, in an underground excavation or tunnel, or
- the interruption of the main system of ventilation in an underground excavation or tunnel, or
- any other event prescribed by the regulations.