

INCIDENT REPORTS

Purpose

This procedure describes the internal and external reporting and recording requirements of A. B. Dental.

Definitions

Incident means an accidents or dangerous occurrence.

All injuries or accidents must be immediately reported to management.

Injury/Incident Reporting

The Injury/Incident Report (OHS-2), form is to be completed by Management within 12 hours of the injury or incident. Incidents where a person could have been injured or equipment damaged must be reported. It is the responsibility of the Manager to ensure the completed Injury/Incident report is sent to a Principle Doctor within 24 hours of the time of the injury or incident. On receipt of an Injury/Incident Report, the Principle Doctor shall arrange for an investigation to be commenced as required.

Injury/Incident Forms shall be accessible to all staff. The Practice Manager shall ensure that all staff are aware of the location of Injury/Incident Report forms. The Practice Manager shall file all Injury/Incident Reports in the register of Injuries and Incidents.

Investigation

The following incidents will be investigated

- Incidents which are reportable to Workcover Authorities, whether Workcover attend or not
- An incident causing injury or illness
- An incident causing injury or substantial damage to plant or equipment
- Near miss incidents having the potential to cause the above
- An accident/incident report form OHS-3 is to be completed by the Practice Manager and a copy supplied to a Principle Doctor