

## 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