



Port Fairy Jazz Festival

Incident and Injury Reporting Policy

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1. Scope

Port Fairy Jazz Festival recognises that the health and safety of its Volunteers, Contractors and Patrons is a priority and that if accidents or incidents do occur, they should be reported. Incidents should be investigated to ensure that the possibility of recurrence or further risk is minimised.

Port Fairy Jazz Festival understands the importance of incident reporting and investigation and has developed hazard inspection, hazard reporting and maintenance programs to minimise the workplace accidents or dangerous occurrences.

This policy applies to:

- Contractors, volunteers and patrons to Port Fairy Jazz Festival's premises, to the extent it is relevant to them.

2. Aim

This policy has been developed to ensure that all Contractors and Volunteers understand the processes to be taken in the event of a dangerous occurrence or accident.

3. Definition

Incident refers to any event which causes or could have caused injury, illness, damage to plant, equipment, vehicles, property, material, or the environment or public alarm.

4. Policy

Port Fairy Jazz Festival commits to preventing workplace accidents and minimising dangerous occurrences and will endeavour to achieve a zero-accident rate.

Port Fairy Jazz Festival will:

- Provide a mechanism for reporting accidents, incidents, work-related illness and dangerous occurrences;
- Investigate accidents to determine the root cause with the objective of preventing a recurrence;
- Obtain statistical information about the accident or incidents;
- Meet legislative requirements for reporting accidents and incidents.

All accidents or incidents that result in an injury or work-related illness during the course of work must immediately be reported immediately to the Emergency & OHS Coordinator and then communicated to Moyne Shire MERO as soon as practicable.

Any dangerous occurrence which has the potential to result in injury or damage to property must be reported in the same manner as an accident.

In the event of a dangerous occurrence or accident Port Fairy Jazz Festival must ensure the relevant state authority is notified and that a full investigation is undertaken to determine the root cause.

The most appropriate corrective action will be taken to ensure the incident does not recur.

5. Other relevant Port Fairy Jazz Festival policies

The Committee Members, Contractors, and Volunteers, especially those in a managing and supervising role, are encouraged to read this policy in conjunction with other relevant Port Fairy Jazz Festival policies, including:

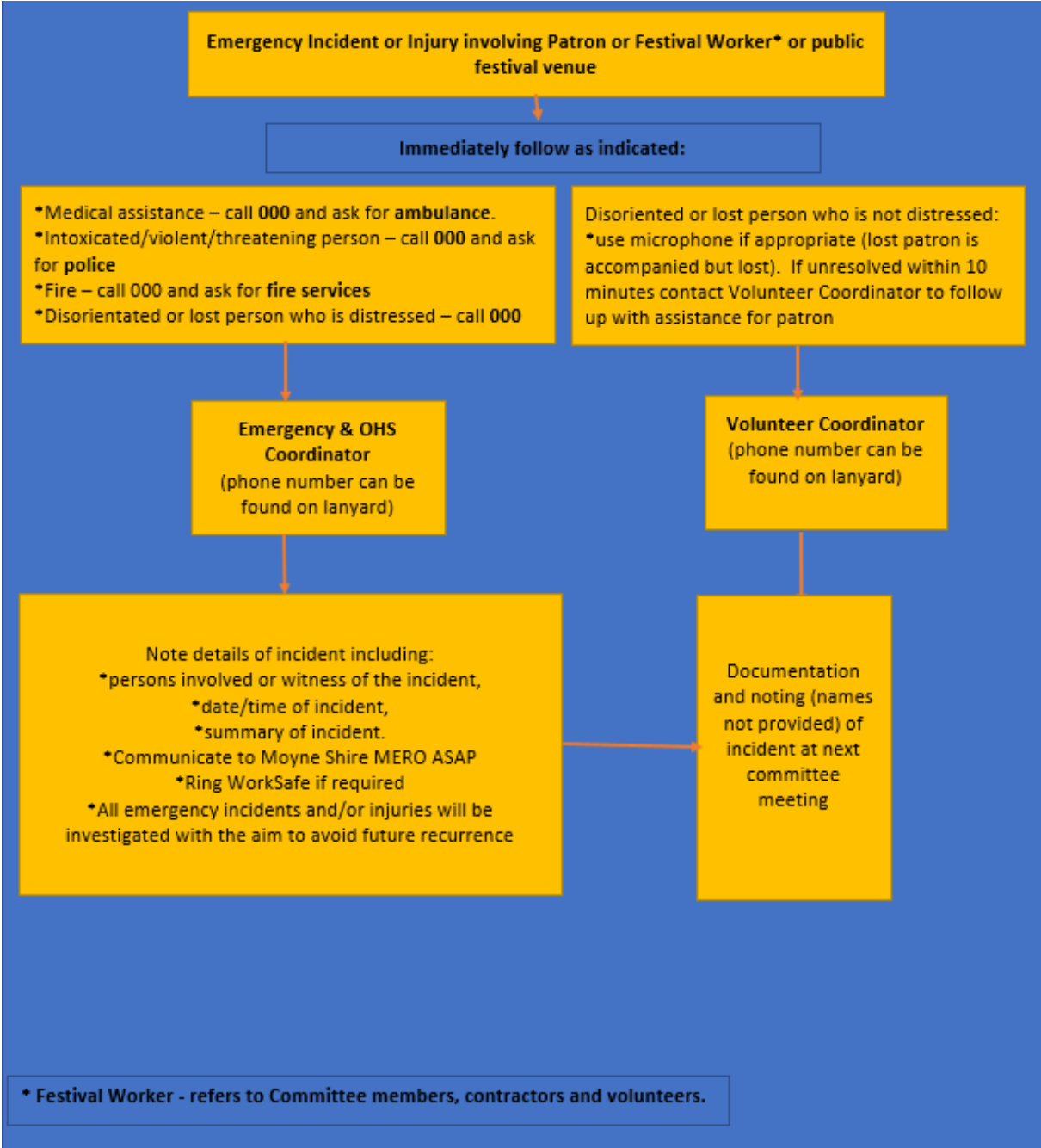
- Work Health and Safety Policy
- Bullying and Harassment Policy
- Misconduct Policy
- Injury and Incident Reporting Procedure

6. Review details

This policy was revised on 15 March 2020 and adopted by Port Fairy Jazz Festival on 19 March 2020.

Incident and Injury Procedure

NOTE: This procedure is to be read in conjunction with the Incident and Injury Reporting Policy and the Work Health and Safety Policy



Procedure reviewed 15/03/2020