



MICA CREEK PROCEDURE FOR
INCIDENT, INJURY, HAZARD REPORT FORM
MCPS-HS&E-0015

Responsible Officer: RISK AND SAFETY ADVISER (RSA) Approved : Title
TRAINING AND PROCEDURES COORDINATOR (TPC)

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1. Purpose

To provide requirements for completing the relevant details on an approved Incident, Injury, Hazard Report form (the form) at Mica Creek Power Station (MCPS).

2. Scope

This procedure applies to all injuries, incidents and hazards that occur at Mica Creek Power Station involving both permanent and contract employees. This procedure also applies to workers when injured travelling to, from or for work or on a work related activity (ie. training day, etc.).

3. Actions

GUIDELINES

NB: *Immediately notify RSA (860) or TPC (723) of any Workplace Incidents, Injuries or Hazards.*

All Incidents, Injuries and Hazards which occur at or to and from work at MCPS must be reported so that immediate steps can be taken to prevent their reoccurrence. These include (Personal Injury, Near Miss Situations, Equipment / Property Damage, Fire, Environmental, Identified Hazards or an External Complaint).

3.1 Incident (No Injury)

The person/s involved in the incident must complete Sections 1 & 2 of the form.

3.2 Injury

The person treating the Casualty must complete Sections 1, 2 & 5 of the form.

3.3 Hazard

The person who identifies the Hazard must complete Sections 1 & 2 of the form.

3.4 Investigation

Once the relevant sections have been completed, "As Above", the form is to be taken or sent to the Administration Clerk. The Administration Clerk will pass on the Original and a Photocopy of the form to either the RSA or TPC who will initiate an investigation and record the relevant information in the H&S Database.

The investigation team must complete Section 3 of the form.

3.5 Completion and Sign Off

The Workplace Health and Safety Representative, the Station Manager and where applicable the Environmental Officer must complete Section 4 of the form after verifying that the agreed corrective actions have been completed.

The RSA or TPC must complete details in the H&S Database and file the completed form.

The forms are located:

- in the First Aid Station.
- in the "A" Station Control Room.
- in the Administration Building front office.
- in Team Rooms 1, 2 & 3.

4. Definitions

None.

5. Reference Documentation

None.

6. Attachments

None.

7. Document History

Issue Date	Nature of Changes
	Original Issue
