

WHS Incident Report Register Guide

Whizdom's [WHS Incident Report Guide](#) is designed to outline the procedure for reporting any on-the-job incidences including hazards, near misses, injuries or illness.

Unfortunately, accidents are sometimes unavoidable, our provision in this case is to ensure all incidents or hazards are reported timely so they can be investigated properly, and preventative measures can be reviewed and reinforced.

On-the-job incidences that must be reported include any that may cause minor or severe injuries, or incidents that are results of negligence or inadequate safety precautions.

If you are ever unsure whether an incident needs to be reported, please contact your appropriate supervisor or Whizdom's Contractor Care Manager direct on 0427 730 540

The victim of the incident may be an employee, contractor or casual staff who were injured while performing their duties, or any other person that was on the company premises or vehicles.



Accidents must be reported as soon as possible to expedite investigation and increase likelihood of important findings.

The sooner the cause or details of the accident are identified, the sooner Whizdom can work collaboratively with clients to establish preventative measures for the future.

Sharing the Responsibility of WHS

- Both Whizdom and the Client have a legal responsibility called 'duty of care' to protect the health, safety and welfare of people in the workplace.
- Employees and contractors also have a duty of care, they need to follow instructions relating to work health and safety and avoid putting other people at risk.
- Whizdom is committed to providing information around best practice behaviour to encourage health and safety in the workplace and provide ongoing WHS consultation

Reporting an Incident

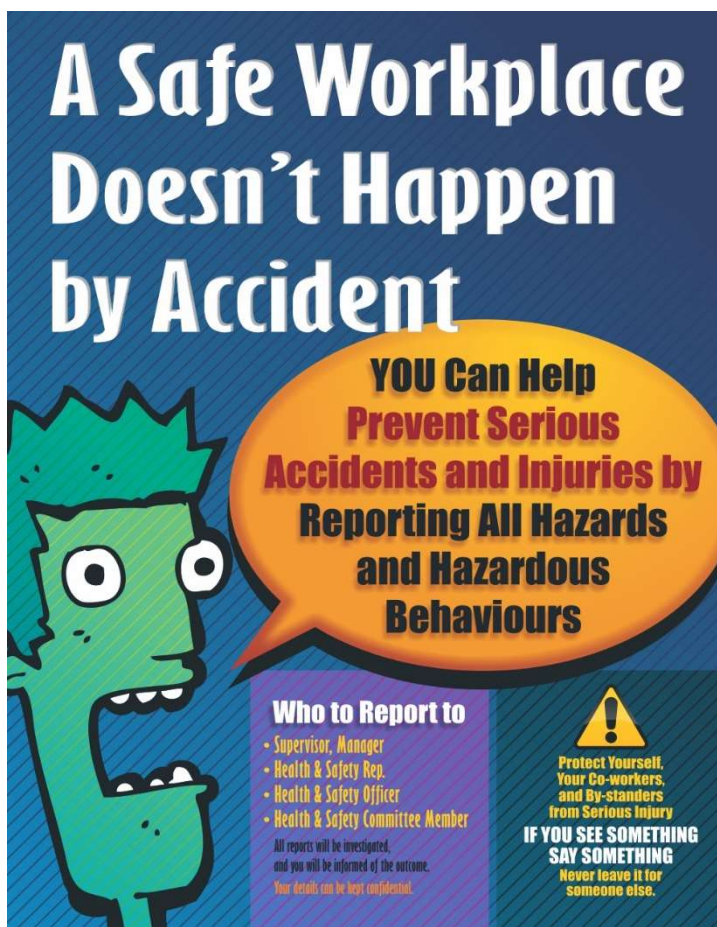
When a worker witnesses or is involved in an incident or sees a hazard in the workplace they must report to:

- Their Supervisor
- Whizdom’s Contractor Care Manager (via phone: 0427 730 540 or email: admin@whizdom.com.au); and
- Completing the **Whizdom WHS Incident Report Register**

Whizdom WHS Incident Report Register

- The WHS incident report register must be completed by the person reporting the injury.
- They must complete **Part A to D** with their supervisor, health and safety rep or officer and any witnesses to the incident (if applicable).
- The completed form must then be submitted to admin@whizdom.com.au

If the employee anticipates an accident due to perceived negligence or inadequate safety, they must notify their supervisor and Whizdom’s Contractor Care Manager of this information as soon as possible, so the accident can be investigated and mitigated as soon as possible.



Not Reporting Incidents

Whizdom places great importance in the work health and safety of all employees and contractors.

Any employee or contractor that is discovered to have been aware of a serious accident and failed to report it could face disciplinary action.

When employees are the cause of an accident, they must report it immediately to minimise legal repercussions.

***For further guidance on reporting requirements under WHS legislation, please visit [Safe Work Australia - Incident Notification Information Sheet](#)**