

Incident Management Procedure

1.0 Purpose

The purpose of this procedure is to describe the systematic process for safely managing hazards and incidents that are encountered at Tyrecycle. Tyrecycle aims to provide a work environment that ensures the health, safety, respect and productivity of all workers and visitors to Tyrecycle sites.

2.0 Scope

The scope of this document applies to all hazards and incidents, encountered by Tyrecycle workers and visitors. This procedure integrates with other elements of the Tyrecycle business management system, such as the Health and Safety Management System Manual, pre-employment medical screening, the drug and alcohol process and our emergency management system.

3.0 Definitions

TERMS	
FTI	First Aid Treated Injury
FTIFR	First Aid Treated Injury Frequency Rate
KPI	Key Performance Indicator
LTI	Lost Time Injury
LTIFR	Lost Time Injury Frequency Rate
MTI	Medically Treated Injury
MTIFR	Medically Treated Injury Frequency Rate
RO	Report Only
RTW	Return to Work
TRI	Total Recordable Injury
TRIFR	Total Recordable Injury Frequency Rate

DEFINITIONS	
First Aid Treated Injury	A work related injury, illness or disease that requires first aid treatment.

Fit for Work	Being fit for work means being mentally and physically prepared and capable to conduct the inherent requirements of your role.
Hazard	A source or a potential source of injury, illness, damage to property, damage to the environment, or a combination of these.
Incident	Any event that has resulted, or had the potential to result in injury, illness, damage to property, damage to the environment, or a combination of these.
Injury	Any physical or mental condition, either of sudden or gradual development.
Lost Time Injury	A work related injury, illness or disease that results in at least one full shift of lost time.
Mechanism of Injury	The action, exposure or event which is the direct cause of the most serious injury or disease.
Medically Treated Injury	A work related injury, illness or disease that requires medical treatment by a registered medical practitioner (other than first aid; precautionary diagnostics; non-prescription medication; or a medical clearance certificate).
Near Miss	Any incident that did not result in injury, illness, damage to property, damage to the environment, or a combination of these, but had the potential to do so.
Nature of injury or disease	The most serious injury or disease sustained or suffered by the worker.
Notifiable Incident	An incident that is required by the relevant health, safety or environment Act in that respective State, to be reported to that local Regulator.
Personal Injury	Injury to a worker sustained outside of the workplace (for example, injuries sustained whilst participating in sporting activities or at home)
Report Only	Reporting of an injury where no treatment was sought or received. To include injuries sustained both inside and outside of the workplace.
Worker	Any person who performs paid work in any capacity for Tyrecycle, is considered a worker, including employees, contractors, apprentices, labour hire workers.

4.0 Hazards

All workers have a legal obligation to identify and report hazards in the workplace. The identification of hazards is a continual process that is conducted on both a formal and informal basis. Formal identification channels include audits, inspections, risk assessments, safety observations and toolbox talks.

Once a hazard has been identified, workers have a requirement and the authority to take reasonable immediate action to make the workplace safe, where it is safe to do so. The hazard is then reported to a supervisor for assessment.

Hazards are recorded using Skytrust. The Skylearn User Training Guide and video resources for Recording a Hazard Topic 014 describe this process. All identified actions arising from hazard reports are recorded in Skytrust.

5.0 Incidents

All workers have a legal obligation to report incidents in the workplace, this includes near misses, injuries, environmental impacts and property damage.

The Tyrecycle HSEQ Management System has been designed to focus on prevention of incidents occurring and promotes a continual improvement culture. In the event that an incident does occur, systems are in place to look after our people, manage the consequences of the incident and to learn from and implement changes obtained through an investigation of the causes.

6.0 Injury management

When an injury occurs, first aid treatment is provided where required by the designated first aiders.

If management of an injury is beyond the capability of the first aider, further medical intervention is sought.

It is expected that the manager will attend the medical practitioner with the worker to facilitate the return to work process, ensuring that the duties of the role are clearly communicated. For all workplace injuries, a Certificate of Capacity must be obtained and sent to the HSEQ team immediately.

7.0 Return to work

Tyrecycle's approach towards injury management is based on the belief that there are substantial social and economic benefits in assisting employees who have suffered a work related injury make a successful return to full employment. Tyrecycle is committed to returning our workers to safe, suitable work and recognise and accept our obligation to assist workers to stay in, or return to work if injured or ill as a result of their employment.

When a workplace injury has occurred and a Certificate of Capacity obtained from a medical practitioner, a Return to Work Plan will be developed in Skytrust by the RTW Coordinator in consultation with the worker, their treating medical practitioner and their manager.

The RTW plan will detail the management of the injured worker's treatment plan, suitable duties/hours and restrictions proposed by the treating medical practitioner. The RTW Plan will be signed by all parties acknowledging their responsibilities under the plan and a review of the plan may be triggered by any party, at any time, if changes arise.

Clearance from a medical practitioner is required to be supplied to the HSEQ team to confirm that the worker is fit for pre-injury duties prior to pre-injury duties recommencing.

All workers are required to present fit to conduct their duties. Any worker who believes they are unfit for work, must inform their supervisor immediately to protect the health and safety of themselves and of others. Anyone who sustains an injury outside the workplace is required to not only notify their supervisor but may be asked to participate in a fitness for work assessment prior to returning. Modified duties may be available in this circumstance but are not guaranteed.

8.0 Incident Reporting

Incidents are recorded using Skytrust. The Skylearn User Training Guide and video resources for Recording an Incident Topic 013 describe this process. The reporting of incidents, although urgent, does not take precedence over implementing practical measures needed to mitigate or prevent reoccurrence or further injury or damage.

Every incident must be entered into Skytrust within 24 hours of that incident occurring. The HSEQ team must be notified by phone as soon as possible when an MTI, LTI, fatality or a significant other incident occurs.

The HSEQ Manager will escalate incidents to all relevant internal and external stakeholders as appropriate. Tyrecycle offers post-incident counselling services to all employees as required or requested.

9.0 Incident Investigation

All incidents are investigated by the HSEQ team and the outcomes recorded in Skytrust. Any remedial actions identified by the investigation process are generated within Skytrust for follow through. The depth of investigation will be in line with the nature and severity of the incident. A full root cause analysis is conducted using the complete Skytrust incident investigation process for significant incidents. Learning outcomes from incidents are communicated across the business where applicable.