

Importance of Reporting an Incident

Information for all Bay Building/Linx staff how important is to report an incident.

PLEASE REPORT EVERY INCIDENT — MINOR OR MAJOR — TO THE WHS TEAM. IT PROTECTS ALL OF US AT BAY.

Issue

The following document will provide an importance on Why reporting of a near miss is important and consequences of not reporting a reportable incident.

Unsafe Act – Avoid it

A small unsafe act today could cause a serious accident or fatality tomorrow — control the risk before it controls you.

If you report an unsafe act and take preventive measure to avoid reoccurrence, you are basically giving an opportunity to Bay Building to avoid serious accident and even a fatality.

Near Miss & Minor Accidents – Don't Hide It, Report It!

Could lead to a Serious Accident or even to Death

Failing to report a near miss or minor incident could have serious consequences for you and your organization in the future.

Depending on the accident, get appropriate medical treatment, contact your Manager, complete an incident report (from intranet) and forward it to bbgwhse@baybuilding.com.au

Contact WHS Manager on 0448 014 189

Reportable Incident

Camouflage a near miss today — hide a serious incident tomorrow. Build a culture of ignorance.

This will hit you and Bay very hard.

Incase of any incident, contact your Manager and **contact WHS Manager on 0448 014 189**. Don't report to any authorities directly. If you fail to notify the WHS team of an incident promptly, they will be unable to assess it and may fail to report a reportable incident to the authorities within required reporting timeframe.

Failure to report a reportable will cost.

- 1200 Penalty Units equal to \$244,212.00 as fine
- Legal or regulatory actions, including prosecution, depending on the severity and circumstances of the non-reporting.
- Possible Loss of reputation and clients.

