

Casa Leisure OHS Bulletin

May 2014

Accident / Incident Reporting

An employee should always contact his/her employer immediately when a serious accident occurs at the workplace. However, employees should also be encouraged to report all injury incidents to their employer, even those resulting in very minor injuries.

An accident/incident report form (found at reception in your facility) must be completed for all accidents that occur while you are working. Injuries that require more than a 'band-aid treatment' (that is where someone has to access medical treatment) should be carefully investigated which may lead to procedures being monitored and reviewed; other controls put in place and re-training provided for a process that may have been modified.

What to do in the event of an accident/injury/incident

- If someone is injured at work, or they become sick because of their work, it should be reported to the employer within 24 hours and the worker should seek immediate medical attention.
- A worker should report their injury or illness to the employer whether they intend to make a claim for workers compensation or not.
- You must also complete an Accident/Report Form and forward it to your manager within 48 hours of the injury occurring. If you are unable to complete the form due to the accident, arrangements must be made

for your supervisor/manager to complete the form. An employer must then forward this information within five calendar days to WorkCover.

- If appropriate, apply for Workers Compensation.
 - If time off work or medical treatment is required, then the employee may be entitled to workers compensation to cover loss of pay, medical and related expenses.

WorkCoverSA administers the South Australian workers compensation scheme set up by the Government to provide compensation to employees who become sick or injured as a result of their work. The scheme also aims to assist employees in returning to work after time off due to occupational injury or illness.

- The manager and/or OHS Coordinator will investigate the accident/incident and make recommendations to review the procedures, re-train staff and/or implement controls.

Report, Report, Report!

If minor injuries, near misses or hazards are reported it gives the manager an opportunity to intervene and prevent more serious injuries. Your minor trip may prevent a twisted ankle or worse!

With other types of injuries/incidents, early reporting of persistent or reoccurring pain or discomfort can prevent the problem from developing and becoming more serious. This

can apply to some manual handling injuries, computer related injuries and work related stress.

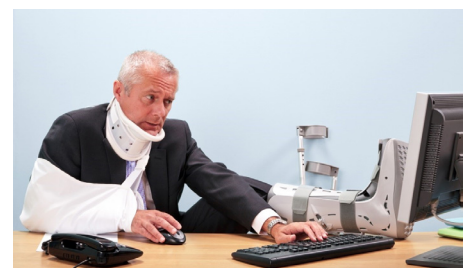
Many serious injuries can be prevented if they are reported when they start occurring rather than many months later.

What injuries must be reported to SafeWork SA?

The following work-related injuries must be reported to SafeWork SA immediately by telephone 1800 777 209 or facsimile (08) 8204 9500:

- any death.
- any injury which has immediate and serious symptoms associated with exposure to a substance at work e.g. the employee is burnt by acid or a solvent, they develop a serious rash after coming into contact with a chemical, they become unconscious after breathing in a substance.
- any injury that requires treatment as an in-patient in a hospital immediately after the injury.

Email tamara@casaleisure.com.au with your name and OHS in the subject line to go in the draw to win a mystery prize!



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