

INCIDENT RESPONSE

1 THE INCIDENT

2 FIRST RESPONDER

- » Check for danger
- » Administer First Aid
- » Call person in charge
- » Wait

3 PERSON IN CHARGE

- » Take control
- » Manage response
- » Call supervisor when practical
- » All incidents must be reported to the supervisor

4 SUPERVISOR

- » Provide support to PIC
- » Notify the WHS Co-ordinator
- » Ensure incident report is completed

5 WHS CO-ORDINATOR

- » Provide assistance
- » Notify regulatory authorities
- » Conduct incident investigation

STEP-BY-STEP

STEP 1 *An incident occurs:*

- » Personal injury.
- » Plant and equipment.
- » Environmental issues.

STEP 2 *First responder is required to:*

- » Check for danger and administer First Aid if required.
- » If required call 000.
- » Contact the Person In Charge (PIC) and inform them of the accident/incident. The person in charge is the person responsible for the site.
- » Control the area. Different incidents require different controls. You may be required to stop people entering an area or taking photos.

STEP 3 *Person In Charge (PIC) is required to TAKE CONTROL of the situation and may be required to:*

- » If required call 000.
- » Notify neighbours if required.
- » Stay by the phone.
- » Call the supervisor when practical.
- » Wait for further directions.
- » Complete an incident report.

The person in charge may be required to send someone to a designated land mark with a radio or mobile phone to communicate with emergency response personnel and give directions.

This person may also be required to stop any unwanted traffic or media.

STEP 4 *Supervisor will:*

- » Provide support to PIC if required.
- » Notify the WHS Co-ordinator.
- » Assess the incident in conjunction with WHS Co-ordinator.
- » Make appropriate notations.
- » Ensure incident report is completed.

STEP 5 *WHS Co-ordinator will:*

- » Provide assistance if required.
- » Notify regulatory authorities if required.
- » Conduct incident investigation.

FOR FURTHER DETAILS SEE MILBRAE WHS DOCUMENTATION