

# Incident Management Procedure

THIS DOCUMENT HAS BEEN DESIGNED TO ASSIST OUR STAFF IN MANAGING WORKPLACE INCIDENTS.

## WHAT TO DO IN THE EVENT OF A WORKPLACE INCIDENT

### STEP 1.

Immediately report the incident to the supervisor on duty.

### STEP 2.

Ensure the injured worker receives the appropriate medical treatment. Our preferred doctor details are listed below. Alternatively, call '000' if an ambulance is required.

### STEP 3.

Record the incident in the Register of Injuries.

### STEP 4.

Supervisor on duty to alert the relevant manager of the injury within 24 hours.

### STEP 5.

Manager to determine if a workers compensation claim is to be lodged. If not, the manager will retain a record of the incident for future reference.

### STEP 6.

If a workers compensation claim is to be lodged, complete the Warren Saunders Insurance Brokers Notification form and send it to Warren Saunders Insurance Brokers.  
Fax: 02 9587 3500 • Email: the team@wsib.com.au

### STEP 7.

Manager and Warren Saunders Insurance Brokers will monitor the claim until closure.

## IMPORTANT INFORMATION

Our Workers Compensation Broker is: Warren Saunders Insurance Brokers

Our policy number is: \_\_\_\_\_

Our policy is insured with: \_\_\_\_\_

Our preferred doctor is: \_\_\_\_\_

They are located at: \_\_\_\_\_

Their phone number is: \_\_\_\_\_

Our preferred Rehabilitation provider is: \_\_\_\_\_

If you need assistance completing any forms, please see the relevant Manager: \_\_\_\_\_