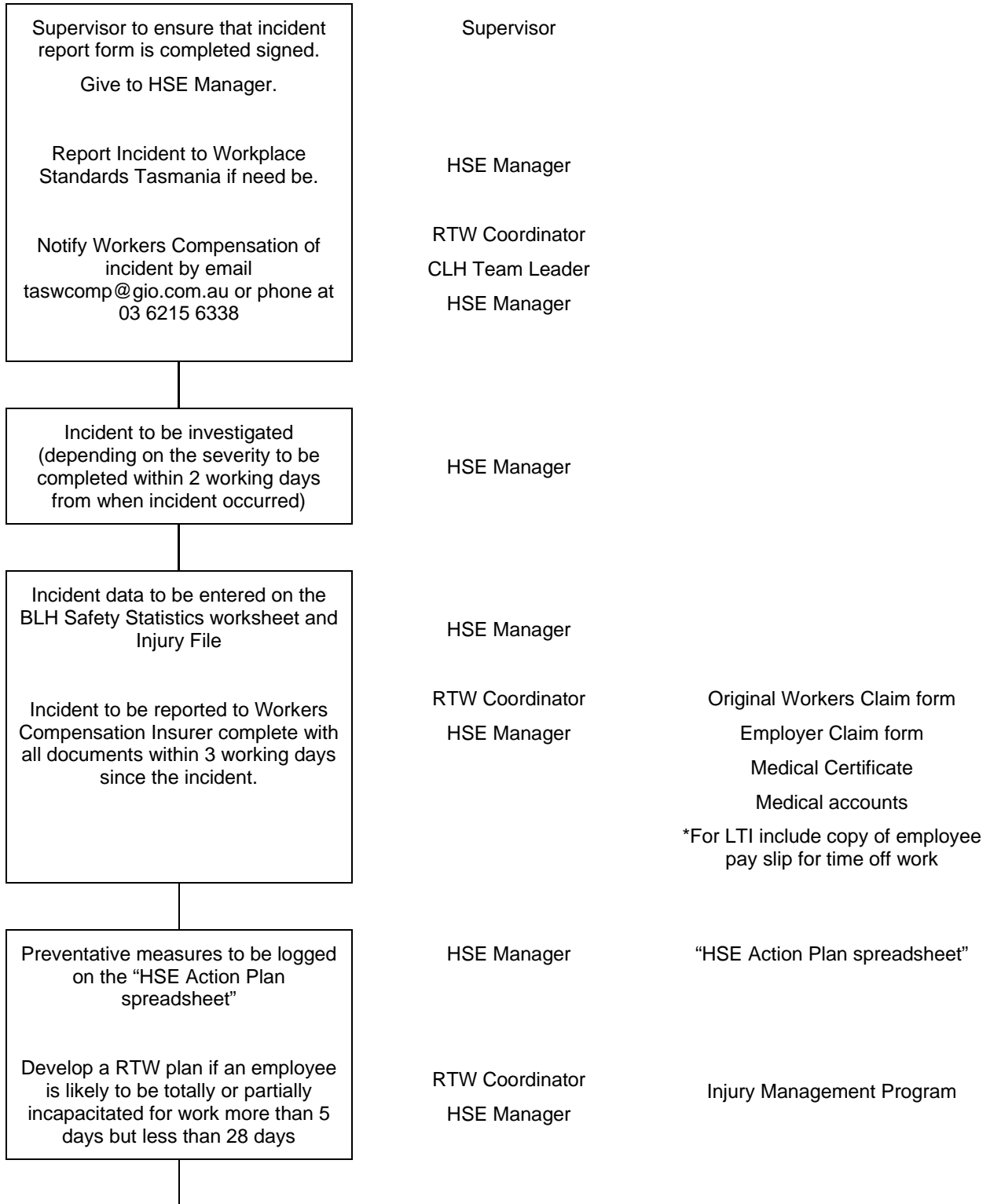




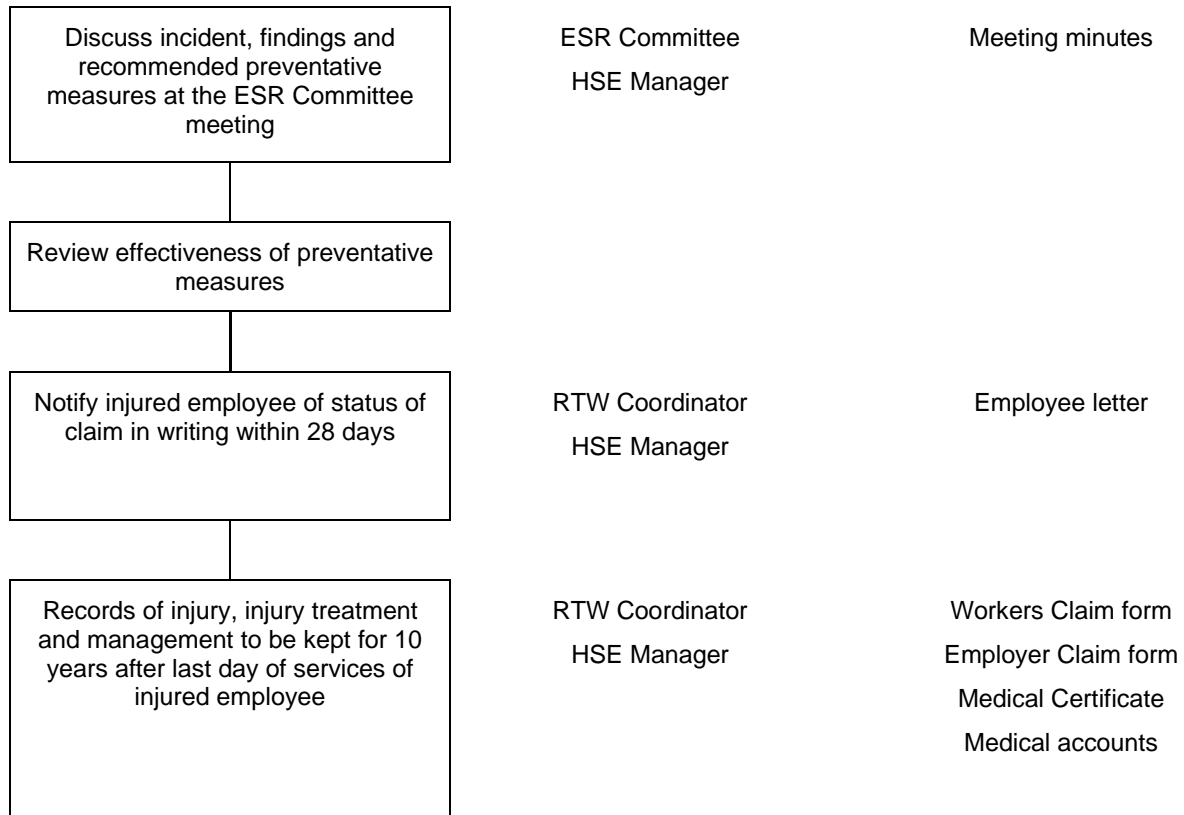
**HSE – INCIDENT REPORTING PROCEDURE - TASMANIA**

Task	Responsibility	Cross References / Comments
<p>Report incident to Supervisor</p>	<p>All employees, contractors and subcontractors working in the workshop or on the project</p> <p>Supervisor</p>	
<p>Supervisor to assess action to be taken. First aid assistant may be required or employee to be taken to Doctor or Ambulance called.</p> <p>All Medical treatment and Lost Time Injury cases to be reported to HSE Manager within 2 hrs of incident</p>	<p>All employees, contractors and subcontractors working in workshop or on the project.</p> <p>Supervisor</p>	<p>First aid treatment log sheet</p>
<p>Employee requiring Doctor assistance to be accompanied by a responsible person.</p> <p>Ensure that Doctor issue workers compensation paperwork within 24 hours</p>	<p>All employees, contractors and subcontractors working in workshop or on the project</p> <p>Supervisor</p>	<p>List of alternative duties to be prepared to go with employee when attending Doctor appointment</p> <p>Medical Certificate</p>
<p>Incident report form to be completed by injured employee or Supervisor within 5 hrs of incident. (Ensure that all the sections on the front page is completed)</p> <p>Injured employee to complete a Workers Compensation form (brown copy)</p>	<p>Supervisor</p> <p>RTW Coordinator CLH Team Leader HSE Manager</p>	<p>Original Workers Claim form</p>





BLH Engineering and Construction Pty Ltd  
BLH-HSE-BMS-0013



HSE Manager – Paul Humphris

RTW Coordinator – Paul Humphris with CLH to assist

CLH Team Leader – Amanda Bricknell