

Incident Report and Investigation Policy

At Aerco NW Electrical Pty Ltd, the safety and well-being of our employees, contractors, and stakeholders are our top priorities. Effective incident reporting and investigation are essential to maintaining a safe and compliant workplace. This policy reflects our commitment to identifying risks, preventing recurrences, and continuously improving our safety management systems.

Our Commitment to Incident Management

- **Prompt Reporting:** All incidents, including near misses, must be reported immediately to prevent reoccurrences and address hazards effectively.
- **Comprehensive Investigations:** We investigate all incidents to identify root causes and implement corrective actions to improve workplace safety.
- **Regulatory Compliance:** Notifiable incidents are reported to the relevant authorities as required under Australian Work Health and Safety (WHS) legislation.
- **Continuous Improvement:** Incident reports and investigations contribute to refining our WHS management systems and preventing future risks.
- **Record Keeping:** All incidents are recorded and maintained for at least five years, ensuring transparency and accountability.

Our Objectives

- To ensure all incidents are reported, documented, and investigated thoroughly.
- To identify the causes of incidents and implement corrective measures to prevent recurrence.
- To comply with all legal obligations, including notifying regulatory authorities of notifiable incidents.
- To maintain a central incident register for ongoing review and improvement of safety procedures.
- To foster a proactive safety culture that encourages reporting and learning from incidents.

A Shared Responsibility

At Aerco NW Electrical, effective incident management relies on the participation of all employees, contractors, and stakeholders. Everyone is expected to:

- Report all incidents, including near misses, to their manager immediately.
- Cooperate fully in incident investigations and provide accurate information.
- Adhere to corrective actions and safety solutions implemented following an incident.
- Proactively identify hazards and potential risks to reduce the likelihood of future incidents.

We are committed to fostering a workplace culture that prioritizes safety, accountability, and continuous improvement. By embedding effective incident management practices, Aerco NW Electrical aims to uphold the highest standards of workplace safety and well-being.