

Policies	POL 18	 consolidatedgroup.com.au
INCIDENT ACCIDENT & NEAR MISS POLICY		

PURPOSE

This policy ensures that all incidents, accidents, and near misses are reported, recorded, and investigated in accordance with Work Health and Safety legislation and client requirements, regardless of whether an injury occurs.

Timely reporting allows Consolidated Group of Companies to meet legal obligations, respond appropriately, and prevent recurrence.

OBJECTIVES

Consolidated Group of Companies will:

- Require all workers to **report every incident, accident, and near miss**, including those that do not result in injury or damage;
- Ensure workers understand which incidents are legally required to be reported to the relevant State Authority and client;
- Provide clear systems and processes for the recording, reporting, and investigation of incidents, accidents, and near misses;
- Report notifiable incidents to the relevant authorities and clients **as soon as practicable** using the most direct means available;
- Record and investigate all incidents, accidents, and near misses to:
 - Identify root causes;
 - Implement corrective actions; and
 - Reduce the likelihood of recurrence;
- Communicate investigation outcomes and corrective actions to relevant parties where required.

RESPONSIBILITIES

Management

- Ensure this policy is implemented, maintained, and reviewed;
- Exercise due diligence to ensure legal and contractual reporting obligations are met;
- Ensure appropriate resources are available for incident investigation and corrective actions.

Supervisors

- Ensure incidents, accidents, and near misses are reported immediately;
- Support workers in completing incident reports;
- Initiate investigations and corrective actions in accordance with procedures.

Employees, Contractors, and Suppliers

- Report all incidents, accidents, and near misses without delay;
- Cooperate with investigations and corrective action processes;
- Follow reporting procedures and relevant codes of practice.

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RELATED PROCEDURES

Further guidance is provided in the **WHSE Safety Management System (DOC-14)**.

COMMITMENT

This policy applies to all Consolidated Group of Companies management, employees, contractors, and suppliers.

Consolidated Group of Companies is committed to a transparent reporting culture and continuous improvement in health and safety performance.

Approved



Theo Tsorvas

Director

Date 13.12.2025