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| RECORD OF TOOL BOX TALK |
| Workplace:  | Date: |
| Name of supervisor or presenter: | Time: |
| Topics discussed: Accident / Incident / Illness Reporting |
| **ACCIDENT, INJURY & ILLNESS REPORTING****If urgent medical care is needed for a workplace injury or illness – immediately dial 000 for emergency medical assistance.**When calling 000, be prepared to answer the basic who/what/where/when questions about the workplace accident/injury/illness.All personnel are required to **immediately** report all workplace accidents (or near misses), injuries **and illnesses** to their supervisors/managers. This includes anyone suffering from Covid symptoms including fever, cough, tiredness, loss of taste or smell, sore throat, headache, aches, and pains etc.If the accident/injury/illness requires an ambulance, doctor’s visit, or inpatient hospitalization, **immediately contact the Safety Officer (xxxxxxxxx) and the employee’s manager.**Supervisors/managers are responsible for completing a report on Employment Hero immediately after the incident. .“Notifiable” incidents must be reported to WH&S authorities by the Safety Officer, Notifiable incidents include:* The death of a person
* A serious injury or illness
* A “dangerous incident” that exposes someone to a serious risk, even if no one is injured.
* immediate treatment as an in-patient in a hospital.
* immediate treatment for. the amputation of any part of his or her body. a serious head injury. a serious eye injury. a serious burn. the separation of his or her skin from an underlying tissue (such as degloving or scalping)

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