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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) | |