




Residential Scaffold

Incident Report and Investigation Procedure

1. Appropriate action is taken immediately following the incident. E.g. first aid or medical treatment is provided as needed, hazards are safely removed, etc.
2. Incident Report QR code is scanned by an appropriate employee.
3. Incident Report is filled out on the Online WHS system.
4. The report is passed onto the relevant department Manager.
5. The Manager must perform an investigation into the incident and determine how the incident occurred, and what actions can be taken to prevent similar incidents in future.
6. The Manager's findings are reported to Senior Management and the appropriate actions are taken as per the findings of the investigation.

Signed.....
Craig French
Operations Director

Signed.....
Greg Spencer
Finance Director/Company Secretary