

INCIDENT REPORTING

WHEN YOU SHOULD REPORT AN INCIDENT

1. WHAT TO REPORT

- All incidents related to Container Deposit Scheme tasks.
- Any incident involving a member of the public, staff member, or contractor.
- Near misses, first aid injuries, lost time injuries, and property damage.

2. WHEN TO REPORT

INCIDENT TYPE	CALL TO CONTRACT MANAGER	REPORT IN DATABASE
Any incident involving a member of the public	Immediately	Within 24 hours
Any incident involving injury to a worker or contractor that requires medical intervention (i.e., hospital, doctor) or results in time lost from work	Immediately	Within 24 hours
Any property damage causing the site to close or requiring the diversion of traffic	Immediately	Within 24 hours
First aid, minor property damage, etc.	Within 24 hours	Within 5 days

