



# A Health and Safety Guide

for operators of small sized bus and coach businesses

# BRISBANE



## Acknowledgment

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# 1. Purpose of this booklet

This booklet has been designed to provide you with an outline of your roles and responsibilities for occupational health and safety (OHS) in your workplace. By following the practices and using the tools provided in this booklet, you will maximise the benefits from the resources you allocate to OHS in your business.

## How can this booklet help you?

This booklet will help you:

- identify your obligations under Occupational Health, Safety and Welfare (OHSW) legislation
- identify what you must do in order to meet your obligations
- carry out a basic hazard identification inspection within your workplace
- find out where to go to get more information.

The booklet also will provide you with some guidance on aspects associated with:

- legislative compliance
- general duty of care owed by employers
- general duties of self employed persons
- hazard identification
- minimising workplace risk.

As guidance notes they will not be definitive. Should you need further assistance please contact:

Bus and Coach Association ph: (08) 8352 3133

WorkCover Corporation SA ph: 13 18 55 or

Workplace Services (Department Administrative & Information Services) ph: (08) 8303 0400.

## Why health and safety is important to your business

Just like other important aspects of your business, managing health and safety involves:

- planning
- procedures
- resources
- action
- evaluation and review.

A business that does not properly manage health and safety could suffer serious consequences, including:

- significant financial costs associated with compensation claims
- significant human costs associated with workplace injuries and illness
- litigation or prosecution for failing to fulfil the requirements under the *SA Occupational Health, Safety and Welfare Act (1986)*.

## What's in it for me?

This booklet will help you begin to improve how you manage health and safety in your business. Once you start implementing better ways to manage health and safety, you will experience the benefits in all aspects of your business and its people.

Although it may sound daunting, managing health and safety need not be difficult. In fact, many businesses in the bus and coach industry already have good systems in place, such as the Mandatory Maintenance System (MMS) for vehicle repairs and servicing. As part of the MMS, a business is already required to:

- have documented procedures
- provide regular and periodic preventative maintenance
- provide proof existing practices actually occur (audit review).

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## Simple steps to managing health and safety

This booklet will walk you through a simple step approach to managing health and safety. Along the way there are checklists designed to help you identify specific needs for your business. When you identify a need for more information or advice contact the Bus & Coach Association or WorkCover Corporation SA.

Whether you are a self-employed operator or a proprietor of a business of any size, the primary objective of this booklet is to prevent workplace injuries and illness that could lead to financial hardship.

## Who would find this booklet useful?

This booklet is aimed primarily at the bus operator - whether you are a single bus owner or a large business, the OHS requirements are the same. It also does not matter whether your business is structured as a sole trader, partnership or company - if your business has another person working in it (even on a casual basis), engages contractors, or has people visiting the premises, then you have obligations under the OHSW Act.

Even if you are a sole trader and do not plan on employing another person and operate your bus business from home, the information in this booklet is still relevant. Consider the cost implications to your business if you are injured and cannot work. In this situation, you would have to cover your usual costs plus the burden of employing at least one employee.



## Checklist 1 – Insurance Requirements

If you answer No or Don't Know to any of the questions in CHECKLIST 1 then you should contact the Bus & Coach Association, your insurance agent or the association's preferred insurance providers in order to find out what coverage is available.

Depending on your business structure, as a sole proprietor you may not be eligible for workers compensation and may require income protection insurance. However, as discussed on page 3, this may not be enough to continue the successful and profitable operation of your business.

<b>Do you have the answers to the following?</b>	<b>Yes</b>	<b>No</b>	<b>Don't Know</b>
Do you have adequate insurance to cover your lost wages?			
Can you cover the wages of replacement staff?			
Can you afford the additional on-costs associated with replacement staff?			
<b>If you are not covered by workers compensation -</b>			
Do you know how your medical and like expenses will be paid?			
To what limit will the bills be paid?			
For how long will your income protection policy continue to be paid?			

## “But it will never happen in my business” Can you be sure?

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The implications of a workplace injury, accident or illness remain the same whether you operate a single bus or a number of other business enterprises in conjunction with a bus/coach business. The information contained in this booklet does not apply only to the bus/coach side of your activities - it applies to all of your business activities.

For example, where the bus business operates in conjunction with a farm or other mixed business, the prospect of an illness or injury could have a greater impact on total income protection or compensation coverage.

If you are the key person in more than one enterprise, then the need to address the total package is very important.

### **“But I’m just a farmer who helps out by driving a school bus”**

By driving the school bus you are subject to the rules and regulations applicable to operating a passenger service. In the same way, OHS in the workplace applies to each workplace activity. Farms, bus depots, sheds and even houses can all be workplaces and may be subject to OHS requirements. What happens to you in one business obviously impacts on the services offered by any other business operated by you.

By consulting each other and using tools like this booklet, businesses in the industry can work together to ultimately reduce the number and costs of workplace injuries and illness. For example, businesses in the industry can:

- put systems in place to prevent injuries and illness
- act urgently if someone is injured or made ill
- support workers and contribute to effective and safe return to work processes.

### **Convinced yet?**

Health and safety in the workplace is everyone’s business. Good health and safety practices will benefit your business, employees and customers and can provide a competitive edge. However, the reality is that workplace injuries and illnesses are usually preventable. According to the National Occupational Health and Safety Commission (NOHSC):

- It is estimated that every year in Australia 2,900 people die as a result of their work.
- Every working day in Australia about 1,000 people are injured sufficiently to warrant workers compensation.
- The majority of injuries involve sprains and strains, with many caused by manual handling of equipment or loads.

## How the Bus & Coach industry is performing

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In South Australia there are two main sectors of the bus and coach industry - long distance bus transport and short distance bus transport.

In 1997/98 the average of cost of claims in the long distance bus transport sector was around \$7,400, which is almost twice as high as the state average claims cost of around \$4,200.

Similarly in 1997/98, claims costs in the short distance bus transport sector were on average around \$10,841 - almost three times higher than the state average.

Claims costs during 1997/98, in the total bus and coach industry exceeded \$1 million.

Although the number of injuries in this industry are not significantly high, the injuries that occur are often severe. Combined with a low rate of returning injured workers to work quickly and safely, this has resulted in significantly higher than average claims costs. There is also a huge financial cost to the industry.

Every day workplace injuries and illnesses happen to businesses just like yours, with owners/operators just like you. Workplace injuries and illness are not confined to high risk jobs like building sites, earthmoving or factories.

This booklet will help your business take positive steps to manage health and safety in the workplace and to avoid the human and financial costs of illness and injury.

The bus and coach industry is not immune from workplace injuries, illness and death. Workplace health and safety is everyone's business!



# Some common issues facing the industry



## Managing driver fatigue

Driver fatigue is the single most significant cause of road crashes that involve commercial vehicles. Recent studies suggest that driver fatigue is a factor in up to 60 per cent of crashes that involve these vehicles.

Failing to take sufficient periods of sleep is the primary cause of excessive driver fatigue, especially when this accumulates over a number of days or weeks. Listed below are some things you should pay attention to.

### Sleep

Drivers who do not get enough sleep, preferably at night time, can suffer from excessive fatigue. Fatigued drivers are a danger to all road users.

### Drugs

The current accepted industry standard is a 'zero tolerance' rating for alcohol and drugs. Other proprietary medicines may cause drowsiness and should be taken with care and under proper supervision.

Drugs can do more harm than good and can increase the likelihood of falling asleep at the wheel. Drugs, such as marijuana, alcohol and some cough mixtures and medications for colds, flu and allergies can cause your level of fatigue to rise significantly.

## Health

The health of a driver is a known contributing factor to fatigue and its effective management is critical if the driver is to operate a vehicle safely on the road. An effective health management system must screen such factors as medical history, sleep disorders, diet, alcohol, drug abuse/dependency and lifestyle to identify if drivers are at risk especially in regard to preventing and combating the onset of fatigue.

## Scheduling

A key factor in managing driver fatigue is how an operator schedules or plans individual trips to meet a driving task. Scheduling practices should include pre-trip planning and should not expect a driver to drive unreasonable distances in insufficient time or without sufficient notice and adequate rest periods. They should not put the transportation of passengers before a driver's welfare and should ensure times allocated for trips are reasonable.

## Rostering

Drivers' rosters should be varied to maximise the opportunity for a driver to recover from the effects or onset of fatigue.

### **Readiness for duty immediately prior to commencing time at work**

Drivers must be aware of the impact on their well being and capacity to work effectively, of activities such as other work, recreational activities, medication, sport, sleep and any stress-related situations. Such activities may also affect their state of fatigue and capacity to drive safely.

### **Management practices**

A driver's well-being may also depend on how well a business owner communicates and manages the driver's competence and performance. Where such management practices are effective they assist in reducing driver fatigue.

### **Workplace conditions**

Unsafe workplace conditions are a contributing factor to fatigue. The standard of the vehicle, depot conditions and rest facilities are important if a driver is to operate a vehicle safely on a road.

### **When scheduling and rostering drivers the following points should be considered:**

- Driver's previous time at work, schedules and rosters.
- Safe driving time and adequate rest requirements.
- Non-driving time and work activities.
- Vehicle suitability and roadworthiness.
- Fatigue factors of the driving tasks (night driving, city or country).
- Driver's readiness for duty, state of health and competence on the day.
- Use of relief/casual drivers.
- Driver involvement and flexibility to reschedule trips and change rosters.

Operators must not allow or cause a driver to work for long periods that may endanger the safe operation of the vehicle and expose the driver, other road users and the passengers to unacceptably levels of risk.

## 2. What the law says

### Checklist 2 – Which legislation applies to your business?

The items listed on the next checklist are common to many businesses, regardless of which industry sector they operate in. It is up to you to identify which legislation applies to your business.

Do you need more information about	Yes	No	Don't Know
Your legal roles and responsibilities			
The roles and responsibilities of others in your business			
Hazardous substances regulations			
First aid code of practice			
Dangerous goods storage & handling			
Transportation of dangerous goods			
Use of plant & equipment			
Work in confined spaces			
Atmospheric and airborne contaminants			
Manual handling			
Workplace noise			
Record keeping requirements			
Asbestos			
Spray painting			

If you answered YES or Don't Know to any of these items - you should seek assistance from the Bus & Coach Association, WorkCover Corporation SA, or Workplace Services, Department for Administrative and Information Services.

## South Australian OHSW legislation

In South Australia the *Occupational Health, Safety and Welfare Act (1986)*, *OHSW Regulations (1995)* and Approved Codes of Practice cover all workplaces. This legislation applies to all workplaces, no matter the size, industry or nature of work:

The key objects of the OHS legislation are to:

- (a) secure the health, safety and welfare of persons at work
- (b) protect persons at work against risks to health or safety
- (c) assist in securing safe and healthy work environments
- (d) eliminate, at the source, risks to health, safety and welfare of person at work
- (e) provide for the involvement of employees and employers and [their] associations ... in the formulation and implementation of health and safety standards.

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## Employers

The OHSW Act prescribes a Duty of Care to all employers and occupiers of premises to maintain safe systems of work, procedures, processes, equipment and machinery.

In effect, this means that if at ANY time labour is provided - whether that person is casual, part-time or full-time, self employed or an employee - then the OHSW Act and provisions must be complied with.

Section 19 of the OHSW Act states that if you employ other people, you are responsible for providing the following:

- A safe work environment.
- Safe systems of work.
- Safe equipment and chemicals.
- Training, instructions, supervision and information to employees.
- Welfare facilities for employees.
- Systems to monitor working conditions and employees' health.
- Ways to keep and maintain work injury records.

But under the OHSW Act, responsibility for health and safety does not only affect employers...

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## Sole traders and self-employed people

Section 22 of the OHSW Act requires sole traders and self-employed people to protect their health and safety and the health and safety of others during their course of work.

## Operating a business from home or a farm

Section 23 of the Act outlines the duties of occupiers of workplaces, who “...shall take such measures as are practicable to ensure that the workplace and the means of access to and egress from the workplace are safe and without risks to health”.

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## Employees

Section 21 of the OHSW Act states that all employees who are paid wages, regardless of their status in the workplace, are responsible for:

- protecting their own healthy and safety
- avoiding adversely affecting the health and safety of others
- using equipment provided for health and safety
- following reasonable instructions in relation to health and safety
- ensuring that alcohol and drug consumption does not endanger the health and safety of themselves or others in the workplace.

## Manufacturers/suppliers of equipment or substances

Section 24(1)-(4) states manufacturers and suppliers must ensure that whatever is supplied is safe and without risks to health. They must also supply information about the safe and proper use of the equipment or substances (which can range from training and instruction, to the supply of a MSDS (Material Safety Data Sheet)).

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## Occupational health and safety inspectors

OHS Inspectors (Department for Administrative & Information Services - Workplace Services) have extensive powers regarding entry to workplaces, inspection and examination of records, interviewing employees or contractors on site etc.

These inspectors can discuss safety issues with you, effect immediate remedies, issue improvement notices or in cases where there is an immediate risk to health and safety, may issue prohibition notices forbidding any further work until the matter has been remedied.

## Penalties

Obviously these will vary depending on the circumstances, but can range from \$1,000 to \$100,000. Directors and officers in effective control can also be held personally liable for actions in addition to any fines or penalties imposed on the business entity. In addition, criminal charges can also be laid where OHS provisions have been wilfully flouted.

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## Definition of a workplace

The OHSW Act defines a workplace as... “any place, whether or not in a building or structure, where employees or self-employed persons work, including any place where such a person goes while at work.”

It is quite possible to have more than one ‘workplace’ within your operation. For example, operating a school bus from a farm, home or other business premises would mean that there are at least two workplaces.

Where the school bus is operated from a farm environment it is important not to treat the processes and procedures described here as applying only to the bus business. The OHS procedures described within this publication apply to all workplaces.

## OHSW Regulations and Codes of Practice

In South Australia the OHSW Regulations (1995) have the full force of law and carry penalties and sanctions for non-compliance.

In addition to Regulations, a number of Codes of Practice have been developed for use with OHS. Whilst they do not have the same legal status as Regulations, codes can be used by courts as a benchmark of minimum standard.

Where an employer has been unable to meet the minimum standards recommended in a Code of Practice, the onus of proof rests with the employer to establish that implementing the code was impracticable and that the alternative arrangements are equitable and appropriate. Codes of Practice can be cited for in prosecutions under the OHSW Act.

The Bus & Coach Association, WorkCover Corporation SA and DAIS Workplace Services can provide help to identify what legislation applies to your business and access to relevant advice, information products and tools.

Remember that if you are operating a mixed business, you may have several additional codes or regulations to address. For example, entry into silos and similar spaces requires adherence to confined spaces codes and so on.

Each of your business undertakings will have relevant codes or regulations appropriate to that industry sector. For example, service stations, travel agencies, retail outlets, car dealerships etc all have their own particular requirements.

### 3. Managing workplace health and safety

Does it seem too complicated?

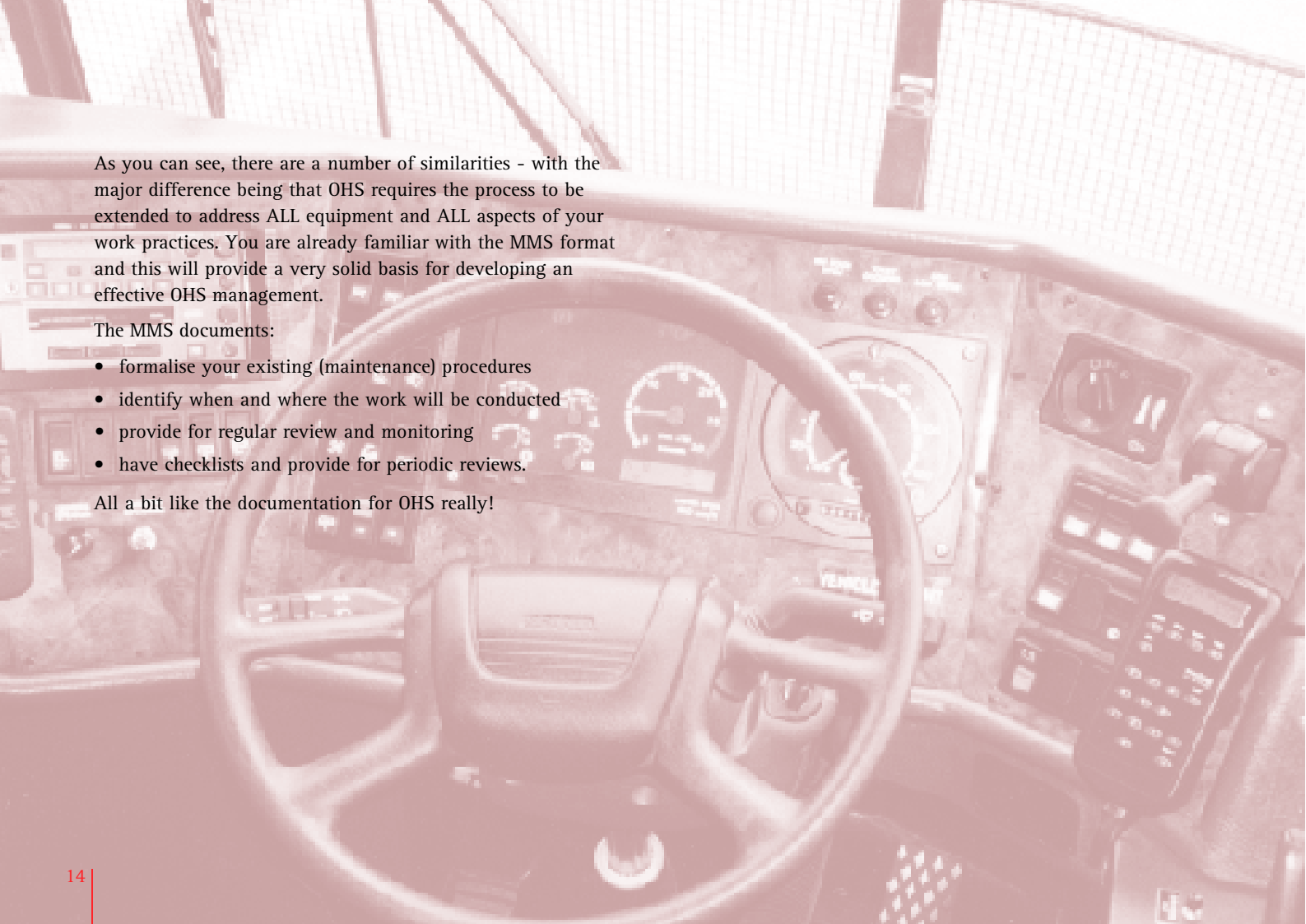
Don't know where to start or what to do next?

Let's make it easier for you!

#### Comparing OHS management with your Mandatory Maintenance System

If you think about the process of developing and implementing your Mandatory Maintenance System (MMS), there are a number of similarities to developing and implementing effective OHS management.

MMS	OHS
Identify the equipment being covered	Same but includes all equipment
Focus on who services the equipment	Same
Focus on when equipment is to be maintained	Same
Identify how often equipment will be examined	Same
Institute daily visual inspections of work area	Same
Keep records on ensuring that defects are reported and fixed	
Keep records on the maintenance of equipment (bus)	Same but for all equipment
Identify how all employees will know your MMS system (communication)	Same
Identify who is responsible for operation, inspection, defects and fault repairs	Same
Identify who will conduct random checks to ensure compliance	Same
Identify current workplace procedures and ensure they are adhered to by all in the workplace	Same
Review & monitoring of processes at regular intervals	Same
Modification, improvement & re-documentation of processes where required	Same



As you can see, there are a number of similarities - with the major difference being that OHS requires the process to be extended to address ALL equipment and ALL aspects of your work practices. You are already familiar with the MMS format and this will provide a very solid basis for developing an effective OHS management.

The MMS documents:

- formalise your existing (maintenance) procedures
- identify when and where the work will be conducted
- provide for regular review and monitoring
- have checklists and provide for periodic reviews.

All a bit like the documentation for OHS really!

## Eight simple steps

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- Step 1** Find out which health and safety legislation applies to your business. Contact the Bus & Coach Association or WorkCover Corporation SA for FREE information.
- Step 2** Document your commitment to health and safety in a Health and Safety Policy. See the sample Health and Safety Policy on page 16 and write a policy specific to your business. Safe operating procedures should also be written for hazards and can be used as a basis for training.
- Step 3** Identify hazards in your workplace by conducting an inspection. Use the sample Workplace Inspection Sheet on page 18 to document your inspection.
- Step 4** Assess the risk or likelihood that the hazards identified may result in an injury or illness. Prioritise the hazards according to their risk. Plan the action needed to address each hazard and document this on the sample Workplace Inspection Sheet on page 18.
- Step 5** Take action to control the risks identified. Controls include: elimination of the risk at the source, substitution, making engineering changes, administrative controls such as signage plus safe operating procedures. The last option is providing personal protective equipment.
- Step 6** Provide employees, especially those new to your business or their job, with information, training and supervision. Document this process using the sample Induction Checklist and Employee / Contractor Training Sheet provided on pages 23 and 24.
- Step 7** Use the sample Accident Report Sheet on page 25 to document workplace injuries and illnesses and to monitor trends and take action to reduce the chance of a re-occurrence.
- Step 8** Review what you have done and make changes as required to ensure your program remains consistent with business and legislative changes.

## 4. Sample document sheets and checklists

### Sample Health and Safety Policy

At \_\_\_\_\_ (business name) the health, safety and welfare of all employees and visitors is of equal importance to all other operational considerations.

This will be achieved by providing:

- safe ways of working and maintaining all equipment, machinery and tools in a safe working condition
- information in an appropriate language, adequate training and supervision to support employees to do their jobs safely
- ways for all employees (and their representatives) to be involved in raising and resolving health and safety issues at work
- a process for all employees to identify and report hazards in the workplace and for action to be taken to reduce the likelihood of an employee suffering an injury or illness at work
- a process to monitor and document the health, safety and welfare of employees and workplace conditions.

#### **The employer is responsible for:**

(list the key responsibilities of the employer)

- ensuring that \_\_\_\_\_ (business name) complies with occupational health, safety and welfare legal requirements
- taking reasonable steps to provide a safe workplace and safe ways of working
- day to day management of health and safety issues
- ensuring all employees receive adequate information, training and supervision
- ensuring employees receive training prior to commencing new tasks or when using new equipment.



### Employees are responsible for:

(list key employee responsibilities)

- following reasonable instructions and using equipment provided by the employer to protect their health and safety while at work
- identifying and reporting any workplace incident or hazards to their supervisor
- being involved in the resolution of occupational health and safety issues
- protecting their health and safety and that of others by not working while under the influence of alcohol or other drugs
- not interfering with, removing or displacing any safety guards, safety devices or protective equipment provided by the employer.

### Contractors and Visitors

All contractors and visitors shall abide by OHS legal responsibilities, and follow any reasonable instructions, advice and directives issues by \_\_\_\_\_ (business name).

### Review of the Policy

(State how often the policy will be reviewed and by whom.)

Employer: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Employee Representative: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

# Sample Workplace Inspection Sheet

Date of Inspection	Time			
<b>Checklist Item</b>	<b>Result of Inspection</b>		<b>Action Required</b>	
	<b>Good</b>	<b>Satisfactory</b>	<b>Immediately</b>	<b>To be scheduled</b>
<b>Fire</b>				
Extinguishers in place, clearly marked for type of fire and recently serviced Adequate direction notices for fire exits Exits clear of obstructions Fire alarm system functioning correctly Fire instructions available and displayed Regular fire drills carried out Training sessions carried out				
<b>Electrical</b>				
No broken plugs, sockets or switches No frayed or damaged leads Portable power tools in good condition No temporary leads on floor Emergency shut-down procedures in place No strained leads Circuit breakers/automatic cut outs installed				

Date of Inspection	Time			
<b>Checklist Item</b>	<b>Result of Inspection</b>		<b>Action Required</b>	
	<b>Good</b>	<b>Satisfactory</b>	<b>Immediately</b>	<b>To be scheduled</b>
<b>General Lighting</b>				
Adequate illumination Good natural lighting Good light reflection from walls and ceilings No direct or reflected glare Light fittings clean and in good condition Emergency lighting operable				
<b>Walkways</b>				
Oil and grease removed Entry and across walkways kept clear No electrical leads crossing walkways Walkways adequately and clearly marked Unobstructed vision at intersections Stairs/risers in good condition				

Date of Inspection	Time			
<b>Checklist Item</b>	<b>Result of Inspection</b>		<b>Action Required</b>	
	<b>Good</b>	<b>Satisfactory</b>	<b>Immediately</b>	<b>To be scheduled</b>
<b>Machines</b>				
Kept clean Adequately guarded Starting and stopping devices within easy reach of operator Clean provision to store waste off-cuts Drip pans on floor to prevent spillage Adequate work space around machine Noise levels controlled Lighting satisfactory No bending/stooping required Duck-boards in good repair				
<b>Rubbish</b>				
Bins located at suitable points around plant Bins emptied regularly Oil rags and combustible refuse in covered metal containers				

Date of Inspection	Time			
<b>Checklist Item</b>	<b>Result of Inspection</b>		<b>Action Required</b>	
	<b>Good</b>	<b>Satisfactory</b>	<b>Immediately</b>	<b>To be scheduled</b>
<b>Work benches</b>				
Clear of rubbish Tools not in use kept in storage No damaged power tools Work height No sharp edges				
<b>Storage</b>				
Materials stored in racks and bins wherever possible Storage designed to minimise lifting problems, ie between knee and shoulder Floors around racking clear of rubbish General condition of racks and pallets				
<b>Chemicals on site</b>				
Data Sheets (MSDS) for all chemicals Containers clearly labelled Do special storage conditions apply?				

Date of Inspection	Time			
<b>Checklist Item</b>	<b>Result of Inspection</b>		<b>Action Required</b>	
	<b>Good</b>	<b>Satisfactory</b>	<b>Immediately</b>	<b>To be scheduled</b>
<b>First aid</b>				
Cabinets and contents clean and orderly Easy access to cabinets Employees aware of location of first aid cabinet First aid cabinet clearly labelled Emergency numbers displayed Supply of soap and towels Adequate stocks				
<b>Office hazards</b>				
Filing Chairs Desks Glare from windows Photocopiers - Fumes Adequate rest breaks to prevent overuse injury to people involved in typing tasks Air conditioning system maintained regularly Disposal of chemical waste Stable non-slip floor coverings				

# Sample Induction Checklist

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Employee's name: \_\_\_\_\_

Employment start date: \_\_\_\_\_

Conducted by: \_\_\_\_\_

## Introduction (explain)

- their job and responsibilities
- the business
- key people in the business

## Job introduction

- demonstrate how to perform the job safely
- explain and demonstrate any required maintenance checks
- provide information about health and safety
- introductions to other employees and key people in the business
- show where the first aid is and explain the first aid procedure
- explain and demonstrate emergency procedures
- show location of exits and emergency equipment
- show how to use, store and maintain equipment and chemicals safely
- show toilet, eating, wash and storage facilities

## Health and safety issues

- explain and provide a copy of the business' health and safety policy
- explain the roles of people in the business
- explain any procedures in place for health and safety
- explain and show how to use, store and maintain safety equipment provided
- explain and show any reporting procedures
- explain how they can be involved in health and safety at work
- explain the procedure for injuries or illnesses including reporting

## Employment issues

- work times and meal breaks
- rates of pay and how they will be paid
- taxation (including filling out required forms)
- superannuation and other deductions
- leave entitlements, notification of sick and annual leave

## Other Issues

- any required licences
- quality procedures
- vehicle maintenance and checks.

# Sample Employee / Contractor Training Sheet

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Employee's Name: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Task	Key points	Standard Met		Signed
		Yes	No	
(eg) Wheel Changing	Roadside safety			
	Removal of spare			
	Remove jack & tools			
	Jack placement			
	Wheel nuts			
	Manual handling			
(eg) Wheel Changing	(Spare) replacing wheel			
	Nut tightness			
	Replacing equipment			
	Repair procedure			
Insert any additional tasks:	Insert any additional key points:			

# Sample Accident Report Sheet

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## Injured Employee's Details

*(to be completed by injured employee or their representative)*

Injured employee's name:

First: \_\_\_\_\_

Surname: \_\_\_\_\_

Gender (circle):      Female                  /                  Male

Date of birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Job title: \_\_\_\_\_

Type of employment (tick):

- Full time
- Part time
- Casual
- Apprentice/Trainee
- Contractor

## Details of Injury / Illness

Length of employment: \_\_\_\_\_yrs/mths

Date of Injury / Illness: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Time of Injury / Illness: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Describe Injury / Illness \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Body location of Injury / Illness \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe what happened \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# Sample Accident Report Sheet (continued)

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## Accident Investigation

*(to be completed by Supervisor / Employer)*

What were the causes of the injury / illness?

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Person responsible for action: \_\_\_\_\_

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Had the injured employee been trained (formal, induction, on the job)?

Yes       No

What corrective action is required?

- Education and training
- Modify equipment
- New equipment
- Changes to procedures
- New procedures
- Changes to work process

Other \_\_\_\_\_

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Date action completed: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

\_\_\_\_\_  
Employer/Supervisor

\_\_\_\_\_  
Employee (Representative)

## 5. Where to go for free information and advice

### Bus & Coach Association SA Inc

Transport House, 34 Hughes Street  
Mile End Adelaide 5031  
Ph: (08) 8352 3133  
Fax: (08) 8352 1530

### WorkCover Corporation SA

100 Waymouth Street  
Adelaide SA 5000  
Ph: 13 18 55  
[www.workcover.com](http://www.workcover.com)

### Workplace Services

Department for Administrative and Information Services  
Level 3 1 Richmond Road  
Keswick SA 5035  
Ph: (08) 303 0400  
Fax: (08) 8303 0419  
[www.eric.sa.gov.au](http://www.eric.sa.gov.au)

### Transport SA

Customer Service Centre 13 10 84  
General Enquires 1300 360 067  
Road Hazards and Signal Faults 1800 018 313  
Business Enquires 1300 654 422  
[www.transportsa.gov.au](http://www.transportsa.gov.au)

For information and advice about workers compensation claims and returning injured workers safely and efficiently to work, you should keep in close contact with your claims agent.



# Disclaimer

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Information provided in this publication is designed to address the most commonly raised issues in the workplace relevant to South Australian legislation such as the Occupational Health Safety and Welfare Act 1986 and the Workers Rehabilitation and Compensation Act 1986. They are not intended as a replacement for the legislation.

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