



# VENID

Engineering Pty Ltd

## Safety Issue Reporting Procedure

**You have the right to raise any concerns regarding safety while at work. These concerns may relate to the workplace, work processes, hazardous material or work equipment.**

- If within the area of your authority, you are encouraged to resolve any safety issue immediately and then complete a safety report form
- All safety concerns not resolved by you immediately, must be reported to your supervisor or manager as soon as possible
- The manager will complete a safety report form
- The manager or supervisor must respond to this issue in a time that is relevant to the risk posed by the safety concern
- The manager has the option to refer the safety issue to the committee for recommendation and consultation with employees if considered useful
- If the safety issue is a manual handling issue the manager must refer this safety report to the WHS committee or WHS representative
- If the safety issue is a process or is complex in nature the manager may refer the issue to the WHS committee or WHS representative for the development of a Safe Work Procedure
- The manager must provide feedback to the originating employee once the issue is resolved.

**If the safety issue poses a real danger to personnel, the issue should be fixed or isolated immediately.**

- All safety issues whether they have been resolved or not **must be** recorded on a safety report form. This is important for safety monitoring and the identification of trends and emerging safety issues
- Safety issues resolved or not, must be tabled at the next WHS meeting
  - to be communicated for the benefit of all employees via the minutes and HSRs
  - so that recommendations can be made for controlling or eliminating the safety risk.
  - or if the hazard has been fixed, the monitoring of the controls for effectiveness can occur.
- If the safety issue is:
  - not resolved at all,
  - resolved inadequately,
  - Or the solution poses new safety concerns, the employee may refer the issue to their WHS Committee member or HSR for further action. The employee should then complete a safety report form.
- The employee that originates the report must be provided with feedback once the issue has been resolved.