

INCIDENT & ACCIDENT REPORTING

DECLARATION FORM

CITE UP is committed to ensuring a healthy and safe work environment. It is our goal to mitigate against and minimise the number of incidents and/or accidents that occur in our work locations; by sharing all pertinent information about safe working practices and ensuring that we report incidents and/or accidents in a timely manner as per agreed standards.

EMPLOYER AND EMPLOYEE OBLIGATIONS

The Occupational Safety and Health Act sets out a legislative framework governing workplace health and safety.

EMPLOYER

Section 6 of the Act provides a general statutory duty on every employer to ensure, so far as is reasonably practicable, the safety, health and welfare at work of all its employees. Employers should establish “due diligence procedures”, that is, a system that provides for the taking of reasonable steps to ensure that the duties provided by OSHA are executed.

EMPLOYEE

Section 10 of the Act provides a general statutory duty on employees to take reasonable care for the safety of himself and others; to report to his employer, any contraventions under the Act, to use correctly personal protection clothing or devices for use; to ensure they are not under the influence of any substance abuse [drugs | alcohol] while at work so as to be a danger to himself and others.



SAFETY FORMS

There are two main forms for use by Merchandisers and Team Leads when reporting incidents and/or accidents.

A. HAZARD INCIDENT – **Form No. CUL/HIF/24**

The Hazard Incident form is used to report and give details on any potential hazard that can lead to an incident/accident. All hazards encountered in the workplace are to be reported immediately using this form.

STEP 1 – Merchandiser to inform Team lead of potential hazard

STEP 2 – Photos and/or videos of potential hazard should be taken

STEP 3 – Fill out **Form No. CUL/HIF/24** thoroughly with all areas completed and ensure that the form is signed.

STEP 4 – Submit **Form No. CUL/HIF/24** with supporting photos etc to your Team Lead via WhatsApp or email, immediately upon completion

STEP 5 – Team Lead to submit **Form No. CUL/HIF/24** with supporting photos etc to the Safety Administrator copying the Account Manager, HR Lead, Trade Marketing Lead and Operations Manager

B. INCIDENT/ACCIDENT – **Form No. CUL/AIF/24**

An incident is defined as any event/s where a 'near-miss' has occurred but did not lead to personal harm or injury. An accident is defined as an unexpected, undesirable event/s resulting in harm or injury.

The Incident/Accident form is used to report either of these two situations.

Any incident/accident must be reported immediately on **Form No. CUL/AIF/24** and submitted within 2 – 4 hours of the incident.

STEP 1 – Merchandiser to inform Team Lead and Store Mgmt of Incident/Accident immediately

STEP 2 – If medical attention is required – Merchandiser or Store official should call 811 ambulance service or allow the administration of First Aid through a trained personnel.

STEP 3 – Photos and/or videos of incident/accident area/s and resulting injury should be taken

STEP 4 – Fill out **Form No. CUL/AIF/24** thoroughly with all areas completed with photos and videos etc. or if staff is incapacitated, Team Lead is to complete

STEP 5 – Submit **Form No. CUL/AIF/24** to your Team Lead / to next in line via WhatsApp or email, immediately upon completion within 2 – 4 hours.

