

SAFETY, HEALTH AND ENVIRONMENT

Department:

ALL CAMPUSES : Howard College

: Edgewood

: Nelson R. Mandela School of Medicine

: Durban Westville

: Pietermaritzburg

Standard (STD)

Subject: SECTION : 4.00 - INCIDENT RECORDS AND CONTROLS

ELEMENT : 4.23 - INCIDENT RECALL

Protocol No	Author	Version No	Date Adopted	Replaces
423/2009	M. Govender/J Frohlich	005	16/09/2011	04/04/2009

Standard applies to: INCIDENT RECALL

Incident (accident) recall will be beneficial to predict possible repetitive accidents. Supervisors will include a five minute safety talk as thought-starters to obtain reports on these incidents/accidents not necessarily associated with known injuries or losses but which have the potential for serious injury or property damage.

4.23.1 INCIDENT RECALL :

- Supervisors will be responsible for presenting incident recall [talks/sessions](#).
- Such SHE talks will be used to generate discussion and learning. (Including off-the-job incidents).
- Previous incidents will be reviewed. (Causes and preventative action).
- Appropriate case studies or practical exhibits will be available and used.
- All incidents are discussed at Risk Management Committee meetings.
- Incidents are recalled and discussed at regular staff meetings.

DELEGATION OF RESPONSIBILITY: All premises will be divided into specific areas and delegated to the S.H.E. Representatives in writing. Facilities Management is responsible for maintaining this standard.

Approved by (Position)	Date approved	Signature

Circulation List:

The names listed below are confirming by attaching their signature that they have read and understood the contents and implications of this version and will follow the contents in maintaining the standards as laid down to maintain the high quality expected campus wide.

Staff Member Full name & surname	Designation	Date	Signature



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