millennium

MILLENNIUM INCIDENT REPORTING FLOWCHART

Safety Incidents

- Employee INJURY,Hazard or Near Miss INCIDENTS
- Environmental Incidents

Report ALL incidents to your Supervisor / Manager IMMEDIATELY

No INJURY No DAMAGE (i.e. Near Miss / Incident / Hazard Reporting)

Environmental Incident (i.e. chemical spill)

Millennium **EMPLOYEE INJURED**

Medical Treatment Non Emergency?

EMERGENCY Medical Assistance required?

YES

Call 000 (AUS) 111 (NZ)

APPLY FIRST AID (if trained to do so)

Gather the following information, review and confirm accuracy of incident data before sending through:

- **Photos** (if available).
- **Supervisor/ Manager report of what occurred / what they know** (including CCTV/BWC review of incident).
- Ensure **Area** is safe and free from hazards
- Offer **EAP details** to affected Millennium worker.

Complete & Submit **SAFETY INCIDENT REPORT via Donesafe** **within 24hrs**

Report to the Client within required timeframe

Mobile Plant & Equipment Incidents (including MIL Vehicle Accidents and MIL Property Damage)

MILLENNIUM EMPLOYEE INJURED

CALL 000 (AUS) 111 (NZ) for Serious Injuries

ANOTHER PERSON INJURED (Third Party injury)

APPLY FIRST AID (if trained to do so)

Millennium Employee Injured complete Staff Injury Report also

Vehicle accidents must be reported to local Police if any injuries, third party vehicle and/or property damage is involved.

Report incident to your Supervisor / Manager IMMEDIATELY

Gather all incident information, statements, damage photos, take photos of Driver License details, etc.

Complete & Submit **MOBILE PLANT & EQUIPMENT DAMAGE REPORT via Donesafe** **within 24hrs**

Public Liability Incidents

- Third-Party INJURY (Injury to a member of the public)
- Third-Party DAMAGE (Damage to Property / Equipment)

Report ALL incidents to your Supervisor/ Manager IMMEDIATELY

INJURY SLIP / TRIP / FALL *Provide assistance if safe to do so*

DAMAGE Third Party Property / Storefront

Is anyone seriously injured requiring emergency first aid? YES → **Call** 000 (AUS) 111 (NZ)

NO → Apply First Aid (if trained to do so)

Advise Site Security

Make it Safe

Gather the following documentation, review and confirm accuracy of all incident data before sending through

- **Mall Patrol Report** (for the day of the incident).
- **Location map** (highlighting exact location of the incident).
- **Zone Maps** (if applicable).
- **Photos** (if available).
- **Cleaners Report** (if applicable).
- **Wet weather Procedure** (if applicable).
- **Account of what occurred**.

Complete & Submit **PUBLIC LIABILITY INCIDENT REPORT via Donesafe** **within 24hrs**

Report to the Client within required timeframe

ML-OP-PRO 001 Incident Reporting Flowchart 01.09.2024