

Hazards, Incident and Injury Reporting Procedure

1. Purpose

This Procedure establishes requirements for identifying, reporting, responding to, investigating and closing hazards, incidents, injuries and near misses across KOI. It also outlines obligations for statutory notification of notifiable incidents.

2. Scope

This Procedure applies to all staff, students, contractors, visitors and other persons engaged in KOI activities or present at KOI workplaces.

3. Principles

KOI is committed to a safe environment, prompt reporting, early intervention, lawful notification, fair investigations and continuous improvement.

4. Reporting Requirements

All hazards, incidents, injuries and near misses must be reported as soon as practicable through approved KOI reporting channels. Serious matters must be escalated immediately to management.

5. Immediate Response

Priority must be given to first aid, emergency response, securing the area and preventing further harm.

6. Investigation

Incidents must be investigated proportionate to risk to identify root causes, control failures and corrective actions.

7. Notifiable Incidents

KOI must notify SafeWork NSW immediately after becoming aware of a notifiable incident. The site must be preserved unless an exception applies under law.

8. Corrective Actions

Corrective actions must be allocated, tracked and completed within reasonable timeframes. Effectiveness should be reviewed.

9. Records Management

All reports, investigations and actions must be securely recorded and retained in accordance with KOI records management requirements.

10. Roles and Responsibilities

Managers respond and escalate; staff report hazards; WHS Officer coordinates compliance, investigations and regulator liaison; executives oversee implementation.

11. Review

This Procedure will be reviewed periodically or earlier following legislative change, serious incident or identified control weakness.

Document Control

Document Title	Hazard, Incident and Injury Reporting and Response Procedure
Owner	HR Manager
Approver	Vice President (Operations) or delegated officer
Version	2026 v2