# SAFE OVER SUMMER

## Incident Response

Incidents can happen in any workplace, even when we have strong controls in place. How we **respond** can make a major difference in:

- The safety of the injured person and others
- Preventing the incident from escalating
- Preserving evidence for investigation
- Meeting legal reporting timeframes
- Reducing confusion and delays

**Primary Risks & Hazards which cause an incident**

- During **wet work** (mopping, scrubbing, spill response)
- While using **chemicals**.
- When working with or near **electrical equipment** (vacuum cleaners, polishers, extension leads, lighting).
- During **working at height** (ladders, access equipment, ceiling work).

**Discuss / Share:**

Has anyone been involved in an incident where quick repose made a difference?

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**Critical Controls**
When an incident occurs -

- Stop work immediately.
- Check for danger to yourself and others.
- Administer first aid or call emergency services if required.
- Notify your supervisor / manager immediately.
- Utilise Ready Reckoner - A simplified one-page guide outlining clear, step-by-step actions required immediately following an incident.

**Discuss / Share:**
Who do you notify if an incident occurs?
Do you know about the ready reckoner?
What could slow down our incident response?