

ACCIDENT REPORTING POLICY

1. Purpose

The purpose of this Accident Reporting Policy is to establish clear procedures for reporting and managing accidents that occur on residential properties managed by Johnson Burke and Co Ltd. The goal is to ensure the safety and well-being of leaseholders, residents, visitors, and staff while promoting a prompt and effective response to incidents.

2. Scope

This policy applies to all Johnson Burke employees responsible for residential properties under the management of Johnson Burke, as well as leaseholders, residents, visitors, and staff members.

3. Reporting Procedures

3.1 Immediate Reporting:

a. In the event of an accident, a report of the incident to be made immediately to the Johnson Burke team

3.2 Information to be Included:

- a. When reporting an accident, the following information must be provided:
- i. Date, time, and location of the incident.
 - ii. A brief description of the accident and its consequences.
 - iii. Names and contact information of any individuals involved or affected.

4. Emergency Response

4.1 Immediate Actions:

- a. In case of emergencies, the following should be done:
- b. Contact emergency services (e.g., medical assistance, fire department, police) as needed.

5. Investigation Process

5.1 Assign Responsibility:

a. Designate a qualified person to conduct an investigation into the accident, if relevant.

5.2 Gather Information:

- a. Collect information from all relevant parties and witnesses.
- b. Inspect the accident site and gather evidence as necessary.

5.3 Report Findings:

a. Prepare a comprehensive accident report detailing the findings of the investigation, including the root cause of the incident.

6. Documentation and Records

6.1 Record Keeping:

a. Maintain accurate records of all accidents, including reports, investigations, and any corrective actions taken.

6.2 Confidentiality:

a. Handle all accident-related information with confidentiality, ensuring that only authorised personnel have access to the records.

7. Communication

7.1 Notification:

a. Communicate the details of the accident and any subsequent actions taken to relevant parties, including leaseholders, residents, and any involved staff.

8. Continuous Improvement

8.1 Review and Analysis:

a. Regularly review accident reports to identify trends and implement preventive measures.

9. Review and Revision

This Accident Reporting Policy will be reviewed annually to ensure its relevance and effectiveness. Any necessary updates will be communicated to all employees

10. Approval

This Accident Reporting Policy is approved by Johnson Burke and Co Ltd and is effective as of January 2024.



Vedia Johnson
Director
Johnson Burke and Co Ltd