Management Files Documentation

Work or Public Liability Injury or Accident or Medical Illness Report Form

IMPORTANT NOTE: Do not use this form if you are reporting a vehicle or property accident. For vehicle or property accident reports refer to the FAQ policy by Vehicle or Property Accident Report Form.

There are at times where you, an employee or contractor of the COMPANY or a volunteer or customer, audience member or person of the public may be involved in an incident. Where this occurs as a company and as a worker of the company we have a responsibility to document the incident in full Iconic Detail without assumption.

Since November 1999 and Current as of . // ICONIC PERFORMANCES / ICONIC PRODUCTIONS INCIDENT or SAFETY WORK INJURY IS:

- LOCATION -	- INJURIES -	- ACCIDENTS -	- INCIDENTS -
United States of America - Los Angeles Headquarters	0	0	122
United Kingdom - London Headquarters	0	0	59
Australia - Sydney Headquarters	0	0	6
Total =	**0**	**0**	**187**

The company is very proud of its SAFETY record and that is because of the huge efforts and training that is reminded on each occasion and required by all workers to company.

SAFETY MUST ALWAYS COME FIRST

in everything that an Iconic worker does. **There is no exception to this.**

The accident report form focuses more on the injury whereas the incident report form is intended to focus on the cause and prevention of further occurrences. The Report Form is in 2 parts. The first part is completed by the employee who suffered the accident and or was present when a person external to the company was involved in an accident during an event, and the second part is completed by an member of the company's executive and administration management team.

An accident report is an important tool used to document the accident and assist in investigating the cause. It also assists to develop procedures that may be put in place to prevent it from happening again. The supplied form required to be completed during an incident requires the employee(s), with the assistance of a supervisor or manager, to fill in the first part of the incident report form details including:

- Details of the person injured
- Injury details- including date, time and location
- Medical treatment applied
- Events leading up to the injury this is important to gain the perspective of what actually happened.

It is important to show outcomes of the investigation and to complete all details with truth and honour.

By completing the details with truth it allows the company's executive and administration management team to decide whether or not the accident should also be documented as an incident

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needing further investigation. This may well be the case depending on the cause of the accident and the possibility of it happening again due to job design, system or procedural faults needing additional investigation and control. Should the company decide to merge both the accident and incident form together into one document then the suitability of this should be assessed at senior management level to ensure that a detailed and documented approach to both matters is still achieved.

IMPORTANT NOTE: The template provided can be used for all accidents. However, it is important to check with your supervisor about the legal requirements for reporting â€œserious and notifiable incidentsâ€.

An an employee or contractor of the Company you are legally obligated to complete the COMPANY's legal document relating to incidents or accidents that occurred to you or someone else whether or not such liability arises from the conduct of the Writer.

To complete the **Work or Public Liability Injury or Accident or Medical Illness Report Form** please click on this link here (click here to access Work or Public Liability Injury or Accident or Medical Illness Report Form).

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Attached files:

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