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In the event of an incident involving the following situations, the following notifications are to be made

<b>Immediate Notification</b> Phone Call Within 1 hour	<b>Rapid Notification</b> Phone Call Within 2 hours
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<div style="text-align: right; padding-right: 10px;"><b>Action</b></div> <div style="text-align: left; padding-left: 10px;"><b>Type of Incident</b></div>	Person Involved in Incident/Occurrence		Line Manager/ Site Supervisor/Project Manager	
	Ring Emergency Services (if required)	Contact your Line Manager/ Site Supervisor/ Project Manager	Contact your Team Leader/ Manager/ Wellington Water Contact	Contact Health & Safety Team
 Injury (Immediate call)/Serious Near Hit				
 Discomfort/Pain				
 Near Hit/Non – Injury Occurrences				
 Damage to property or environment				
 Motor Vehicle Accident				
 Criminal Act				
 Environmental Damage				

Report all Incidents/Occurrences/Something Goods in Q-Pulse/CAMs	By the next business day
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Worksafe notification required if there has been a death, serious injury, serious illness, or a serious incident, contact the Health and Safety team to discuss potentially notifiable events	Within 1 hour
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If you are unable to speak to your manager, contact the next manager in line with notification matrix
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If required, the Head of Health and Safety is available 24/7 on 021 416 208
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