

BASS VALLEY COMMUNITY GROUP INCORPORATED

INCIDENT AND INJURY REPORTING POLICY

INTRODUCTION

Bass Valley Community Group (BVCG) recognises that the health and safety of its staff, volunteers and others engaged in activities with BVCG is a priority and that if accidents or incidents do occur, they should be reported. Incidents should be investigated to ensure that the possibility of recurrence or further risk is minimised.

BVCG understands the importance of incident reporting and investigation.

Ongoing maintenance of BVCG assets as well as policy around Occupational Health & Safety and emergency management seek to minimize workplace accidents or dangerous occurrences.

This policy applies to all staff, volunteers and others engaged in activities with BVCG.

PURPOSE

This policy has been developed to ensure that all staff, volunteers and others engaged in activities with BVCG understand the processes to be taken in the event of a dangerous occurrence or accident potential or actual.

DEFINITION

Incident refers to any event which causes or could have caused injury, illness, damage to plant, equipment, vehicles, property, material, or the environment or public alarm. It also includes losses of containment, fire, and explosion, non-compliance with environmental regulatory requirements, vehicle incidents and off-site incidents.

POLICY

BVCG commits to preventing workplace accidents and minimising dangerous occurrences and will endeavour to achieve a zero accident rate.

BVCG will:

- Provide a mechanism for reporting accidents, incidents, work-related illness and dangerous occurrences
- Investigate accidents to determine the root cause with the objective of preventing a recurrence
- Obtain statistical information about the accident or incidents
- Meet legislative requirements for reporting accidents and incidents.

All accidents or incidents that result in an injury or work-related illness during the course of work must immediately be reported to the Centre Manager.

Any dangerous occurrence which has the potential to result in injury or damage to property must be reported in the same manner as an accident.

In the event of a dangerous occurrence or accident BVCG must ensure the relevant state authority is notified and that a full investigation is undertaken to determine the root cause.

The most appropriate corrective action will be taken to ensure the incident does not recur.

RESPONSIBILITY

It is the responsibility of the Centre Manager to ensure that staff, volunteers and others engaged in activity with BVCG:

- Notify the Centre Manager of all dangerous occurrences
- Are aware and understand the principles of incident and accident reporting and investigation.

It is the responsibility of the Centre Manager to ensure that:

- All incidents and accidents that result in or have the potential to result in injury or damage are investigated and, where necessary, corrective or preventative action is taken
- All matters relating to employee/volunteer welfare are dealt with in the most appropriate and timely manner.

It is the responsibility of all staff, volunteers, and others engaged in activity with BVCG to ensure that:

- Accidents and hazards are reported to the Centre Manager at the earliest opportunity
- All requirements and obligations under the relevant legislation are complied with.

It is the responsibility of the Centre Manager to:

- Help identify the causes of dangerous occurrences and accidents and develop corrective action
- Ensure state authorities are appropriately notified of all reportable occurrences or events.

PROCEDURES

All accidents or incidents that result in an injury or illness at work must be reported to the Centre Manager within 24 hours of the incident occurring.

Any workplace accident or incident (*dangerous occurrence*) which has the potential to result in injury or damage to property must be reported in the same manner as an incident or accident that results in injury or damage.

Immediate Actions

All injuries and illnesses must be assessed by a qualified First Aid Officer to determine whether medical treatment is required. The relevant Supervisor must advise the Centre Manager of all injuries or illnesses as soon as possible.

If medical treatment is required, the injured person's Supervisor must ensure that suitable arrangements are made for transport to a doctor or hospital. It must be noted that:

- All eye injuries (including foreign objects between the eye and eye lid which is not dirt or dust particles) must be referred to a doctor or hospital.
- When injury or illness involves a chemical, a Material Safety Data Sheet and other information which may have been prepared for such incidents must accompany the injured person to the doctor or hospital.

The Centre Manager must be notified immediately in the event of any incident which occurs.

All injuries resulting in lost work time must be reported to the Centre Manager within 24 hours.

The following documents must be completed for all incidents and injuries involving employees, volunteers, agency staff, contractors, visitors or the general public:

- The BVCG incident/injury report form
- Incident notification as appropriate to the relevant WorkCover authority.

A copy of the completed incident report form must be retained and filed by the Centre Manager. If the incident/injury results in a Worker's Compensation claim, the following forms need to be completed:

- Worker's Compensation form from the employee and
- Worker's Compensation form from the employer;

All claims for compensation must be accompanied with an appropriate medical certificate for time lost. Ensure copies of all documents are kept on the employee's personnel file.

The Centre Manager will ensure that an appropriate incident investigation for all lost time injuries and major incidents is conducted. Each accident or incident must be investigated to ensure that corrective or preventative action is taken as appropriate.

Staff are required to liaise with the Centre Manager to implement corrective or preventative actions arising from any investigation.

In the event of a death:

Advise Emergency Services on 000. If an incident results in a death, the site of the incident must not be disturbed until:

- An inspector arrives at the site of the incident; or
- An inspector directs otherwise at the time of notification.

The above does not apply if the disturbance to the site is for the purpose of:

- Protecting the health and safety of any person; or
- Aiding an injured person involved in an incident; or
- Taking essential action to make the scene safe or to prevent a further occurrence of an incident.

Advise the Centre Manager immediately.

RELATED DOCUMENT

Incident/Injury Report Form

AUTHORISATION

Signature of President

Name of President

Date>

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