



Incident Reporting Policy

Purpose

This policy has been developed to ensure that all people under the direction of PBP Art (WA) Ltd. ("PBP") understand the processes to be taken in the event of a serious injury, illness, accident or incident.

Scope

The policies and procedures in this document apply to Board members, employees, volunteers, contractors, partners, affiliates, visitors and program participants under the direction of PBP.

Policy Statement

PBP recognises that the health and safety of the people it works with is a priority and commits to preventing workplace injuries or accidents and minimising dangerous incidents; and will endeavour to achieve a zero-incident rate.

PBP commits to investigating injuries, accidents and incidents, should they occur, to reduce the possibility of recurrence and minimise further risk.

Definitions

Incident refers to any event, whether accidental or intentional, which causes or could have caused serious injury or illness; damage to equipment, vehicles, property, material, the environment or PBP's reputation; or public alarm.

It also includes loss of containment, fire, explosion, non-compliance with environmental regulatory requirements, vehicle incidents and excursions, camps or tournaments.

Roles and Responsibilities

Board

- Safeguarding all people who are employed by or under the direction of PBP.
- Ensuring PBP complies with all applicable laws and regulations.
- Establishing a system for managing incidents and emergencies within the organisation.
- Monitoring compliance with this policy.
- Reviewing this policy annually to ensure it is operating effectively and updating it when necessary.
- Assisting the CEO and Program Coordinators to manage any incidents.

Chief Executive Officer (CEO)

- Train the Business Manager and Program Coordinators to understand and follow incident reporting requirements and procedures.
- Store any Incident Reporting Forms provided to them in a secure location.



- Investigating any incident that has been brought to their attention.
- Notifying State Authorities and the Board of any reportable incidents and collaborating in any external investigation.
- Determining any corrective or preventative action required.
- Notifying the Program Coordinators and the people concerned of the outcome of the investigation in a timely manner, including any action to be taken.

Business Manager

- Implementing this policy for incidents related to charity administration.
- Ensuring that administration employees, contractors and volunteers understand incident reporting requirements and procedures.
- Reporting all serious illnesses, injuries and dangerous occurrences related to charity administration to the CEO promptly.
- Assisting the CEO and any State Authorities involved to investigate an incident further, when asked to do so.

Program Coordinators

- Implementing this policy for incidents arising during program delivery.
- Ensuring that program volunteers, participants and visitors understand incident reporting requirements and procedures.
- Reporting all serious illnesses, injuries and dangerous occurrences related to program delivery to the CEO promptly.
- Assisting the CEO and any State Authorities involved to investigate an incident further, when asked to do so.

Employees, Volunteers, Contractors, Partners, Affiliates and Visitors

- Following the requirements of this policy.
- Report any incident to the CEO, Business Manager or Program Coordinator as soon as possible.

PROCEDURES

Reporting

- All incidents that result in serious injury or illness must be reported to the Program Coordinator, Business Manager or CEO within 24 hours of the incident occurring, using the Incident Reporting Form.
- Any dangerous occurrence, whether accidental or intentional, that has the potential to, or has resulted in serious injury, illness, damage or public alarm must be reported in the same manner as an actual incident.

Injury or Illness

- All injuries or illnesses occurring during PBP programs or activities must be assessed by a qualified First Aider to determine whether medical treatment is required.



- The First Aid Officer must record their assessment and any first aid treatment provided using a First Aid Form.
- If medical treatment is required, the First Aider must ensure that suitable arrangements are made to transport the injured or ill person to doctor or hospital, as appropriate.
- The First Aider must inform the responsible party (Program Coordinator or Business Manager) of the incident as soon as practicable and provide them with a copy of the First Aid Form within 24 hours of the injury or illness occurring.
- The Program Coordinator or Business Manager must report any serious injury or illness to the CEO as soon as practicable and within 24 hours of the injury/illness occurring.

Dangerous Occurrence

- Any dangerous occurrence, whether accidental or intentional, that has the potential to, or has resulted in serious injury, illness, damage (to equipment, vehicles, property, material, the environment, or PBP' reputation), or public alarm must be reported to either the Program Coordinator or the Business Manager as soon as practicable and within 24 hours, using an Incident Reporting Form.
- The Program Coordinator or Business Manager must report any dangerous occurrence to the CEO as soon as practicable, and within 24 hours of the event.

Investigation

Internal Investigation

- The CEO must investigate any incident that is brought to their attention to determine the root cause and the most appropriate corrective action to ensure the incident does not recur.
- The CEO will notify the Business Manager and/or Program Coordinators and the people involved of the outcome of the investigation in a timely manner, including any action to be taken.

Reportable Incident

- The CEO must notify the relevant State Authority and the Board of any reportable incidents or events.
 - For types of reportable incidents, see [Safe Work Australia Incident Reporting](#).
 - For how to report incidents, see [WorkSafe How to Report Injury or Disease](#)
- The CEO must collaborate with the relevant State Authority to ensure that a full investigation is undertaken to determine the root cause and the most appropriate corrective action to ensure the incident does not recur.
- The CEO will notify the Board, Business Manager, Program Coordinators and the people involved of the outcome of the investigation in a timely manner, including any action to be taken.

Action Plan



- Using the outcome of the investigation, the CEO should:
 - Develop and implement an action plan to mitigate the impact of the incident and prevent an immediate recurrence.
 - Work with the Business Manager and/or Program Coordinators to ensure this type of incident is recorded as a risk event in the Risk Register, with appropriate prevention actions to reduce the chance of recurrence, and mitigation actions to reduce the impact should it recur, including the person(s) responsible for those actions.

The CEO should monitor implementation of these actions as part of the normal risk management process.

RELATED POLICIES

Health and Safety Policy

Risk Management Policy

Safeguarding Policy

Staff & Volunteer Induction Policies

RELEVANT LEGISLATION

Occupational Safety and Health Act (1984)

Occupational Safety and Health Regulations (1996)

WorkSafe Notification of Injury or Disease Form ([online](#))

Incident Reporting Form

This form is to be used by a responsible adult to report all incidents or dangerous occurrences, whether accidental or intentional, that have the potential to, or have resulted in serious injury, illness, damage or public alarm.

Please complete the form as soon as practicable and within 24 hours of the incident, and notify the Business Manager, Program Coordinator or Chief Executive Officer (CEO).

If the incident caused, or could have caused, serious injury, death or serious damage (to property, environment or reputation), contact the CEO immediately.

NOTE: First Aiders must separately report any incident in which they are involved using a First Aid Form.

PERSON REPORTING INCIDENT

To be completed by one of the people involved, or by a reliable witness, if the people involved are incapacitated. If you are missing information, write 'not stated' or 'unknown'.



1. First Name
2. Family Name
3. Position at PBP (Employee, Volunteer, Contractor, Other)
4. Email
5. Phone Number

PEOPLE INVOLVED

This should include people who might have caused the incident, people who were affected by it and any witness(es) to the incident.

6. Person 1 Description: (include full name, age, gender, program involved with)
7. Person 2 Description: (include full name, age, gender, program involved with)
8. Were there any **suspects** identified?
9. Suspect 1 Description: (include full name, approximate age, gender, position with PBP if applicable)
10. Suspect 2 Description: (include full name, approximate age, gender, position with PBP if applicable)
11. Were there any **witnesses** to this incident?
12. Witness 1 Description: (include full name, approximate age, gender, position with PBP if applicable)
13. Witness 2 Description: (include full name, approximate age, gender, position with PBP if applicable)

INCIDENT DETAILS

Provide details of when and where the actual incident or dangerous occurrence occurred.

14. Date of incident
15. Time
16. Location
17. Setting
18. Provide details of the actual incident or dangerous occurrence. (Use objective words and direct observations, not subjective language or assumptions.)
19. What was the Context? (In your own words, described what happened leading up to and during the incident.)
20. What happened? (In your own words, explain why you think this might have happened.)
21. What was the outcome? (In your own words, describe the outcome.)
22. How did you respond? (In your own words, explain what actions you took or others took to respond to this incident or dangerous occurrence.)