

 <p>Dubbo Baptist Church</p>	File No. 3.2	Version No: 001
	<p>Policy & Procedures Manual</p> <p>INCIDENT & ACCIDENT REPORTING</p>	<p>Release Date: 16/12/2021</p> <p>Revision Date: 12/2022</p> <p>Authorised by: Elders</p>
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INTRODUCTION

The Church recognises that the health and safety of all people 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.

The Church understands the importance of incident reporting and investigation and has developed hazard inspection, hazard reporting and maintenance programs to minimise accidents or dangerous occurrences.

This policy applies to all employees, volunteers, regular church attendees, contractors and visitors under the control of The Church.

PURPOSE

This policy has been developed to ensure that all employees and ministry team leaders/volunteers understand the processes to be taken in the event of a dangerous occurrence or accident.

DEFINITION

Incident refers to any event which causes or could have caused death, injury, illness, damage to plant, equipment, vehicles, property, material, or the environment or public alarm.

It also includes losses of containment, fire, explosion, non-compliance with environmental regulatory requirements, vehicle incidents and off-site incidents.

POLICY

The Church commits to preventing accidents and incidents and minimising dangerous occurrences and will endeavour to achieve a zero accident rate.

The Church 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 Church Secretary who is to report the incident to Baptist Insurance. Baptist Insurance will offer guidance and assist in the process of notifying the relevant state authority.

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.

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

RESPONSIBILITIES

It is the responsibility of the **Work, Health & Safety Team** together with the **Church Secretary** 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.
- All matters relating to employee/volunteer welfare are dealt with in the most appropriate and timely manner.
- 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;
- People are aware and understand the principles of incident and accident reporting and investigation;
- Ensure correct documentation has been completed and retained;
- All requirements and obligations under the relevant legislation are complied with.

It is the responsibility of **all employees, including volunteers, visitors and contractors**, to ensure that:

- Accidents and hazards are reported at the earliest opportunity;

PROCEDURES

All accidents or incidents that result in an injury or illness must be reported to the Church Secretary and/or Work Health and Safety Team within 24 hours of the incident occurring.

Any 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.

If medical treatment is required, the First Aid Officer/ Ministry Team Leader 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.

All injuries resulting in lost work time must be reported to the Work, Health & Safety Team within 24 hours.

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

- Accident/Incident Report Form (INC-001);
- Incident Report Register (INC-002);
- WORK INJURY ONLY: Incident notification as appropriate to SafeWork NSW (Telephone: 131 050).

A copy of the completed incident report form must be retained and filed by the Church Secretary.

Where First Aid has been performed see *First Aid Policy & Procedure*.

Workers Compensation Claim

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;
- 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 Work, Health & Safety Team will ensure that an appropriate incident investigation for all lost time injuries and major incidents is conducted and reported to the Administration Team. Each accident or incident must be investigated in consultation with the Administration Team to ensure that corrective or preventative action is taken as appropriate.

The Work, Health & Safety Team are 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 Work, Health and Safety Team and Senior Pastor/Elders immediately.

RELATED DOCUMENTS

- First Aid Policy
- Accident/Incident Report Form (INC-001)
- Incident Report Register (INC-002)