



Upper Great Southern Family Support Association Inc

Policy On
**ACCIDENT/INCIDENT
REPORTING**

Date Adopted: November 2010

Date Last Revised:

Review Date: October 2011



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Policies and Procedures

Policy and Procedure: Accident / Incident Reporting	Date Adopted: November 2010
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RELATED DISABILITY SERVICE STANDARDS: 5	Review Date: October 2011

Accident / Incident Reporting

Purpose of this Policy

It is the objective of UGSFSA Inc / known as accessability to ensure that all incidents and accidents are correctly reported and investigated.

By reporting an incident, we can improve the safe working systems, equipment and working procedures of the organisation.

The Policy

UGSFSA Inc / known as accessability is committed to preventing workplace accidents and minimising dangerous occurrences and will endeavour to achieve a zero accident rate.

UGSFSA Inc / known as accessability will:

- Provide a mechanism for reporting accidents, incidents, work-related illness and dangerous occurrences;
- Investigate accidents to determine the 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 incidents and accidents must be reported in accordance with the following procedure.

Responsibilities

Management:

- The Service Coordinator will be responsible for detailing the incident or accident, all investigation and recording.
- The Service Coordinator is responsible for reporting to WorkSafe WA.

Support Assistants:

- Support Assistants will immediately or as soon as practicable report any incident or accident to their immediate Service Coordinator or Chief Executive Officer and seek first aid treatment for any injuries or suspected injuries.

Definitions:

It is important to understand the difference between an incident and accident.

Incident - An incident is an occurrence outside the normal that does not lead to personal injury. Examples of incidents are listed below:

- Damage to equipment or property.
- “Close call’ type incident, including;
 - Damage to service user’s property

Accidents - An accident is an occurrence that causes injury to a Support Assistant or an injury caused to another person by a Support Assistant. An accident does not necessarily need to lead to time off work or visit to a doctor, but can include cuts, burns, strains, sprains etc.

Procedure

Incidents:

1. All incidents are to be reported by completing either the Incident Report Form. The forms must be handed into the Service Coordinator the same day when possible, but no later than the following working day.
2. The Incident Report is to be handed to the CEO who will then distribute to either the Disability Services Commission and/or the Board.
3. If an incident involves the police or insurance company, the Support Assistant must notify their Service Coordinator immediately by telephone. A Support Assistant shall not make any statement on behalf of UGSFSA / known as accessibility.
4. The Service Coordinator will then discuss with the CEO, dependent on type of incident.
5. The Service Coordinator will investigate the incident and complete the Incident Report Form.
6. All forms are then to be filed in the office staff files (with the CEO) or with the Service Coordinator (for Support Assistants).

Accidents:

1. All accidents are to be reported by completing the Accident Report Form Section 1 and 2, if the Support Assistant is in a physical state to do so.
2. The Form must be handed into the Service Coordinator the same day, when possible, but no later than the following working day.
3. The Service Coordinator will investigate the accident and complete the Incident Report Form.
4. After completion of the investigation, all accidents will be discussed with the CEO
5. All forms to be filed by the Administration Officer.

Relevant Forms & Documentation:

Incident/ Accident Report Form

Return to Work Program