



## **INJURY AND INCIDENT REPORTING POLICY**

### **Indigenous Education Foundation (IEF)**

#### **1. INTRODUCTION**

The Indigenous Education Foundation Limited (IEF) acknowledges its legal duty to ensure, so far as is reasonably practicable, that employees, volunteers and other persons at the workplace are not exposed to risks arising from our business or undertakings. IEF recognises that the health and safety of its employees and volunteers is a priority and that if accidents or incidents do occur, that they are reported.

IEF will maintain records of all hazards, incidents and injuries for the purposes of minimising risk of injury and ill-health or the recurrence of an incident. Accordingly, all IEF staff and volunteers are expected to report hazards and incidents, and IEF managing officers are expected to address these in consultation with staff or volunteers.

Adhering to this policy will ensure that IEF complies with the requirements of the Occupational Health and Safety Regulations 2017, Occupational Health and Safety Act 2004, and the Workplace Injury Rehabilitation and Compensation Act 2013 (WIRC Act).

#### **2. DEFINITIONS**

**Hazard:** something that has the potential to injure or harm people, property and equipment

**Incident:** an event that has the potential to or does lead to an injury or damage to property and equipment as result of losing control of a hazard

#### **3. SCOPE**

Irrespective of its nature or severity, the types of incident, injury and/or illnesses in the workplace that will be reported include:

- Fatality
- Critical injury/illness
- Lost-time injury/illness
- Illness or injury for which an employee receives/seeks medical attention
- First aid treatment
- Occupational disease
- Property damage
- Near-miss
- Fire or natural disaster
- Environmental release
- Explosions
- Exposures to biological, chemical or physical agents

#### **4. RESPONSIBILITIES**

##### **a. It is the responsibility of the employee or volunteer to:**

- Report injury, incidents or hazards to the Health and Safety Officer or managing officers at the earliest opportunity
- Comply with all requirements and obligations under the relevant legislation

##### **b. It is the responsibility of the Health and Safety Officer to:**

- Help identify the causes of dangerous occurrences and accidents and develop corrective action
- Assist the Chief Executive Officer (CEO) or, if applicable, Health and Safety Committee, and consult with employees or volunteers within the designated work group with regards to incident investigation and risk control

##### **c. It is the responsibility of the CEO or, if not applicable, the Board of Directors to ensure:**

- IEF managing officers notify the Occupational Health and Safety Officer of all dangerous occurrences
- Managing officers are aware and understand the principles of incident and accident reporting and investigation
- All matters relating to employee or volunteer welfare are dealt with in the most appropriate and timely manner
- All serious injuries and incidents are Investigated
- They consult with the Health and Safety Officer or, if available, Committee with regards to incident investigation and risk control

- They assist the injured/ill employee or volunteer and seek first aid medical attention if appropriate.
- All identified hazards and incidents are recorded
- Whenever required, they liaise with the Health and Safety Officer or, if available, Committee with respect to early intervention and return to work strategies

## 5. POLICY

All accidents or incidents that result in an injury or work-related illness during the course of work must immediately be reported to the regional Occupational Health and Safety Officer.

This policy and its procedures aim to ensure that:

- The reporting and investigation of accidents and incidents conform with legislative requirements and that records are retained by the Health and Safety Officer
- Accidents and incidents are investigated in consultation with a Health and Safety Officer and, if applicable, the CEO
- A risk management approach is applied to the findings of accident and incident investigations so that any hazards identified are eliminated or, where that is not reasonably practicable, minimised by the application of the Hierarchy of Control
- Agreed preventative and corrective actions are implemented, monitored and reviewed for effectiveness
- The privacy and confidentiality of personal and health information pertaining to an injured worker or person is maintained and managed in accordance with the requirements of Victorian privacy legislation.

## 6. PROCEDURE

All accidents or incidents that result in an injury or illness at work must be reported to the Occupational Health and Safety Officer within 24 hours of the incident occurring, whenever practically possible.

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.

### **a. Immediate action:**

All injuries and illnesses must be assessed by a qualified First Aid Officer to determine whether medical treatment is required. If no qualified First Aid Officer is available, assistance shall be obtained from nearest medical service or facility.

If medical treatment is required, the injured person's superior officer 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.

All injuries resulting in lost work time must be reported to the Occupational Health and Safety Officer within 24 hours, whenever practically possible.

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

- The IEF Injury and Incident Notification Form
- The IEF Injury and Incident Register

A copy of the completed incident report form must be retained and filed by the Occupational Health and Safety Officer.

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 Occupational Health and Safety Officer will ensure that an appropriate incident investigation for all lost time injuries and major incidents is conducted and reported to the CEO and/or Board of Directors. Each accident or incident must be investigated in consultation with the CEO to ensure that corrective or preventative action is taken as appropriate.

IEF Management are required to liaise with Occupational Health and Safety Officer to implement corrective or preventative actions arising from any investigation.

**b. In the event of a death:**

Advise Emergency Services on 000 (or, if overseas, relevant emergency services authority). 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 Occupational Health and Safety Officer immediately. The Occupational Health and Safety Officer will advise the CEO immediately.

## **7. BREACH OF POLICY**

All employees or volunteers must comply with this Policy at all times. If an employee or volunteer breaches this Policy, they may be subjected to disciplinary action including termination of their employment or service.

## **8. COMMUNICATIONS**

This policy and procedure is communicated to all IEF managing officers/supervisors and employees/volunteers through induction training sessions. This procedure is also reviewed annually through applicable performance reviews.

## 9. EVALUATION

Employee compliance with the injury/illness reporting procedures are monitored regularly as part of the Health and Safety Officer's responsibilities and as part of an overall review of the OHS system. The procedure will be reviewed annually to ensure it remains current.

## 10. CONTACT

IEF health and safety officer can be contacted via email: [trid@iefprograms.org](mailto:trid@iefprograms.org) or post: sent to our current office address – refer to [website contact page](#).

## RELATED DECOMUNETS

- Workplace Injury Rehabilitation and Compensation Act 2013 (WIRC Act).
- Occupational Health & Safety (Incident Notification) Regulations 2017
- Occupational Health and Safety Act 2004
- IEF OH&S Policy
- IEF Risk Assessment Policy
- IEF Injury and Incident Notification Form or Work Safe Incident Notification Form
- IEF Injury and Incident register

## AUTHORISATION:

Andrew Lunardi  
**IEF Secretary**

VERSION	LAST REVISED	APPROVED BY	NEXT REVISION
1.0	17-Sep-2019	IEF Board	Sep-2020