





## Incident Reporting and Investigation

Checklist or Form	 <a href="#">Go to</a>  Form C – Catholic Church Insurance (Workers Compensation) Form D – Injury Report Form
Effective date	17 June 2008
Date reviewed	1 June 2012
Review date	February 2015
Guideline owner	Human Resource – Work Health & Safety
Applies to	All Parish workers - Employees, Contractors, Sub-Contractors, Volunteers; & Visitors
Legislative requirements	WHS Act 2011 & WHS Regulation 2011
Pages	3

### Policy

The Parish aims to keep all incidents to a minimum. However, in the event of an incident, the Parish aims to minimise the impact of that incident and learn from it to improve our health and safety systems.

The Parish requires the following:

- all incidents, injuries and near misses must be recorded on the Incident Reporting & Investigation form (Form D)
- workers compensation injuries be reported to Catholic Church Insurances (CCI) in accordance with the Injury Management Policy
- notifiable incidents be reported to WorkCover NSW in accordance with WHS Act 2011, Part 3
- all incidents be investigated as part of full completion of Form D
- workers be consulted in determining appropriate controls following investigation of the incident.

Incident reports must be completed as soon as possible following the incident.

Workers compensation injuries must be notified to CCI within 48 hours.

Notifiable incidents must be reported to WorkCover NSW **immediately after becoming aware** the incident has occurred and by the fastest means possible.

All incident reports will be reviewed on a regular basis and data used to recognise risks and improve safety in the Parish.



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Workers involved in incident investigation will receive training to enable them to undertake the task. In complex cases, the Parish may utilise external providers for this service.

## Notifiable incidents

The Work Health and Safety Act 2011 defines notifiable incidents as follows:

- death; or
- serious injury or illness; or
  - immediate treatment as an in-patient in hospital;
  - amputation;
  - serious head injury;
  - serious eye injury;
  - serious burn;
  - degloving or scalping;
  - spinal injury;
  - loss of a bodily function;
  - serious lacerations;
  - medical treatment within 48 hours of exposure to a substance.
- a dangerous incident
  - uncontrolled event eg escape of a substance, explosion, fire, gas, etc;
  - electric shock;
  - fall from height of an item;
  - structural failure.

The Parish has a duty to preserve the incident site until directed by a WorkCover inspector. However, this duty does not preclude action:

- to assist an injured person, or
- to remove a deceased person, or
- to make the site safe or minimise risk of a further notifiable incident; or
- associated with a police investigation; or
- if an inspector or the regulator has given permission.

As noted above, notifiable incidents must be reported to WorkCover NSW ***immediately after becoming aware*** the incident has occurred and by the fastest means possible.

## Record Keeping

All Incident Reporting & Investigation forms and workers compensation forms must be kept for the duration of service of the affected person plus 5 years.

Notifiable incident record of notification must be kept for at least 5 years from the date of notice.



## Incident Reporting Flow Chart

