

Policy: *Incident Procedures – SSA044*

Policy Title:	Incident Procedures – SSA044
Policy Coverage:	Affiliated Members, Players, Staff, Volunteers, Visitors
Author:	Squash SA
Author Title:	Member Services Manager
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Updates to Policy:

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INCIDENT POLICY AND PROCEDURES

Incident Reporting

An “**incident**” is any unplanned occurrence or incident that may result in or contribute to personal injury or damage (including damage to plant or equipment).

All incidents involving Squash SA personnel, (contractors, or members of the public) regardless of their consequences, must be reported to the immediate supervisory staff and then to Phil Sinnott and the President of Squash SA within 12 hours of the accident occurring.

Mr Phil Sinnott will notify SafeWork SA of any incident which:

- causes the death of any person;
- results in acute symptoms associated with exposure to a substance;
- requires treatment as an in-patient in a hospital immediately after the injury;

Immediately (OHS&W Regulations Division 6.6)

Or meets the criteria to be classified as a "notifiable dangerous occurrence" under.1(3) of the Occupational Health, Safety and Welfare Regulations 1995. This includes:

- collapse, overturning or failure of the load-bearing part of a scaffolding, lift, crane or hoist;
- damage to, or malfunction, of other major plant;
- unintended collapse or failure of an excavation that is more than 1.5 metres deep, or of any shoring;
- collapse or partial collapse of a building or structure (floor, wall ceiling etc of a workplace);
- uncontrolled explosion, fire or escape of gas, hazardous substance or steam;
- electrical short circuit, malfunction or explosion;
- unintended event involving a flood of water, rock burst, rock fall or any collapse of ground;
- failure of breathing apparatus in a way that the wearer is deprived of air or exposed to an atmospheric contaminant which could endanger health;
- any other unintended or uncontrolled incident or event arising from operations carried on at a workplace.

Incident Recording

All incidents must be reported to the immediate supervisory staff. The supervisory staff will inform Mr Phil Sinnott no later than at the end of that day.

An incident report form, **MUST** be completed within 24 hours of the incident occurring

In the event of no injury actually occurring (near miss) the near miss/incident form must be completed and returned to the Mr Phil Sinnott.

Keeping Records Of Incidents

All workplace incidents (including near misses) must be recorded and maintained for a period of at least thirty years.

All first aid treatments must also be recorded (who required the first aid, who administered it and what was required). Each first aid kit contains a notebook that must be used for the recording purposes. All persons who have a first aid kit in their control are responsible for checking the contents on a monthly basis and re-ordering supplies. The use of the First Aid kit will be reported monthly to Mr Phil Sinnott who will analyse any trends developing.

The treating first aider must note all treatments, regardless of how minor they may appear. Where an injury has occurred or the First Aider has any uncertainty of the injury the person must be transported to a doctor's surgery for a professional examination. Transportation will be dependant upon the severity of the injury but will be either by Squash SA staff or ambulance.

Supervisory Staff Responsibilities

In the event of an incident being brought to your attention you must ascertain the following:

- Does the injured person require medical attention?
- You must ascertain whether medical attention or first aid only will be required.
- Squash SA requires that all serious injuries are to receive medical attention (this includes incidents involving trauma to the head or spine, acute symptoms – asthma, severe rashes, loss of consciousness; lacerations, chest pains etc).
- In the event of serious incidents all employees are to be transported to hospital by ambulance.

- In the event of less serious incidents that do not require hospital treatment:
 - the employee is to be assisted by the First Aider;
 - Should there be a need to transport the injured to a treating doctor by this will be done by another Squash SA employee.
 - **Under no circumstances will injured employees be permitted to drive themselves to receive treatment.**

In all incidents requiring treatment, the first aid officer or supervisor will accompany the injured person and will report back to Mr Phil Sinnott.

In the event of any incident (including near miss) you must investigate the incident and put preventative measures (short term and long term) in place to prevent it from happening again. This will take place in consultation with Mr Phil Sinnott.

Ensure that the appropriate accident recording forms have been completed by the employee(s).

In the event of an incident involving the public obtain a full statement from that person and any witnesses, and all relevant contact details. This information must be provided to Mr Phil Sinnott immediately.

SIGNED:

Responsible Officer

Employee Representative

Date: ____/____/____

Date: ____/____/____