

Incident Management

1 Purpose

The purpose of this document is to outline the requirements for reporting incidents.

2 Scope

The scope applies to all incident that case injury, harm or near miss events.

3 Definitions

Incident – any event that causes injury, harm or any event that may have potentially caused injury or harm.

Notifiable incident: any event that results in the death of a person; a serious injury or illness of a person; or a dangerous incident.

4 Responsibilities

It is the responsibility of all wardens / Minister to ensure timely notification of an incident within 24 hours of them being notified of the incident.

5 Actions

Wardens / Minister must complete the incident notification report within 24 hours of being notified.

Wardens / Minister must notify the WHS regulator of any relevant notifiable incident. Refer to the incident notification guidelines. If it is considered a Notifiable Incident, ring 1300 302 442 and a Diocesan representative can provide advice and assistance.

6 References

Work Health and Safety Act 2011

Anglican Church Framework



7 Attachments

Doc. No.	Title
	Nil

8 Revision History

Issue	Date	Nature of Amendment
1.0	10/4/17	Document Creation