

POLICY CATEGORY	Health and Safety		
POLICY TITLE	<i>Incident Recording and Reporting</i>		
DOCUMENT NO	4.1	VERSION	1
CONTACT	Management Committee		
IMPLEMENTATION DATE	15 Mar 2017	REVIEW MONTH	October
FIRST ISSUED	Approved – 14 Mar 17	REISSUED	
RELATED DOCUMENTS	4.6 – Health and Safety 7.4 – Risk Management 7.8 – Recordkeeping		
AUTHORITY	AS/NZS 4801:2001 Occupational Health and Safety Management Systems How to manage work health and safety risks – Code of Practice 2011 Managing the work environment and facilities – Code of Practice 2011 Work Health and Safety Act 2011		

Scope	This policy applies to all Committee Members, Coaches, Managers, Players, Club Members and Visitors.
Purpose	<p>This document details the Incident Recording and Reporting Policy that has been adopted by the Bribie Island Soccer Football Club.</p> <p>The club is committed to ensuring that a healthy and safe environment through ensuring that every incident or hazard identified is handled in a manner that ensures investigation as part of the risk management process to identify causes and establish controls to prevent reoccurrence and minimise harm.</p>

<p>Responsibilities</p>	<p>Management Committee</p> <ul style="list-style-type: none"> • To ensure that the incident recording and reporting policy is available to Coaches, Managers, Players, Club Members and Visitors. • To undertake investigations to identify causes and to remove hazards as soon as practical. • To establish long term controls for hazards to minimise the possibility of reoccurrence of injury or illness. • To contact the Work Health and Safety QLD, Governing associations or other relevant bodies depending on the severity of an incident. <p>Workers and Volunteers</p> <ul style="list-style-type: none"> • To report all incidents, injuries, near misses and potential hazards. • Where possible, to fully cooperate with the investigation process. • To follow instructions within this policy.
<p>Process</p>	<p>Immediate Action</p> <ul style="list-style-type: none"> •Where possible take immediate action to control the incident/hazard to prevent reoccurrence or control any further harm •Provide first aid, Seek medical attention, Remove from service, Change work practices, remove others from the vicinity. <p>Incident/Hazard Report</p> <ul style="list-style-type: none"> •Ensure as much detail is gathered from the report •Encourage all incidents/Hazards to be reported <p>Investigation</p> <ul style="list-style-type: none"> •Establish the root cause by determining what conditions or factors may have contributed to the Incident/Hazard •Update Hazard register if required •Does anyone else need to be notified? <p>Corrective Action</p> <ul style="list-style-type: none"> •What needs to be done to prevent reoccurrence •Eliminate or Remove any hazards where possible •Detail actions, update OHS Action Plan, Communicate any changes <p>Review</p> <ul style="list-style-type: none"> •Review all Incidents/Hazards at Management Meetings •Discuss Investigation and control measures determined •Check that controls are adequate and working as intended
	<p>Immediate Action</p> <p>Where possible take immediate action to control the incident or hazard to prevent reoccurrence or control any further harm as is reasonably practical at the time.</p> <p>Examples of immediate controls could be:</p> <ul style="list-style-type: none"> • Provide first aid and or seek medical assistance • Remove any tools, plant or equipment that may have contributed from service • Make an interim change to work practices

	<p>Report the Incident/Hazard</p> <p>Whenever there is an incident, injury, near miss or potential hazards identified, they must be reported to a member of club management detailing what occurred or was observed using the Incident/Hazard Report.</p> <ul style="list-style-type: none"> • The form can be completed by any club member, worker, volunteer or member of the public either involved or observing the Incident, Hazard or near miss. • An incident could involve a person, property, current work practices and/or the environment • If there is an injury provide the injured person with immediate First Aid and medical attention when necessary or seek specialist medical assistance. • All Incident/Hazard Reports must be filed and retained by management. <p>The process of reporting all incidents is to prevent any future and or further harm that may occur and make our Club a safe workplace.</p>
	<p>Investigation</p> <p>On receiving of an Incident/Hazard Report a member of the management committee should undertake an investigation to determine the root cause. The investigation should focus on factors, conditions or practices that may have contributed for the incident or hazard to occur.</p> <ul style="list-style-type: none"> • Any Hazards identified during the investigation process must be added to Hazard Risk Register. • The Investigation should ascertain if any other relevant parties such as WHS QLD, Insurance, Football Federations. Councils etc. need to be notified. • The investigation should consult workers, volunteers and other interested parties.
	<p>Corrective Action</p> <p>As a result of the investigation establishing the root cause of the incident or hazard, adequate control measures should be planned, implemented and reviewed for their effectiveness to prevent reoccurrence.</p> <p>Control measures should consider the following order of controls:</p> <ul style="list-style-type: none"> • Elimination – Remove or modify the work practice, plant and equipment or process • Substitution – Substitute with something different or use a different process • Isolation – Cordon off area where hazard is found • Engineering controls – Use better designed equipment or make modifications • Administrative controls – Training, creation of safe operating procedures, job rotation and policies • Personal protective equipment and clothing – Gloves, eye protection, hearing protection etc. <p>The corrective action measures should be done in consultation with workers, volunteers and other interested parties. Any corrective actions must be detailed in the Club's WHS Action Plan detailing the time frames to rectify and who is responsible.</p>

	<p>Review</p> <ul style="list-style-type: none"> • All Incident/Hazard reports and WHS plans will be reviewed by the management committee. • All control measures implemented must be reviewed for effectiveness.
	<p>Recordkeeping</p> <ul style="list-style-type: none"> • Any additions, amendments or updates to this document are to occur via the Management Committee. • Approvals will be recorded into the committee minutes. • The committee, as part of its record keeping will retain previous versions for future reference. • The committee, as part of its record keeping will retain artefacts related to this policy as per the club recordkeeping policy.
Resources	<ul style="list-style-type: none"> • Incident/Hazard Report • Hazard Risk Register • WHS Action Plan
References	<ul style="list-style-type: none"> • WorkSafe Queensland – What is an Incident •
Definitions	<ul style="list-style-type: none"> • Hazard – Is anything in the workplace that has the potential to harm people and can include: <ul style="list-style-type: none"> ○ objects in the workplace, such as machinery or dangerous chemicals ○ the way work is done – for example hazards on a production line could include manual handling, excessive noise and fatigue caused by the pace of work • Incident – an instance of something happening; an event or occurrence. • Notifiable Incident - An incident is notifiable <i>if it arises out of the conduct of a business or undertaking and results in the death, serious injury or serious illness of a person or involves a dangerous incident.</i> • Risk – when it's possible that a hazard will actually cause harm. The level of risk will depend on factors such as how often the job is done, the number of workers involved and how serious any injuries that result could be.