

Policy Name	Accident, Incident and Injury Policy
Policy Description	This policy has been developed to assist staff to effectively manage work-related accidents, incidents or injuries. It also provides direction for the treatment, reporting and investigation of all incidents to staff, artists, participants and others. It aims to facilitate the development of preventative action and control measures to prevent similar occurrences, as well as assisting with potential claims and the rehabilitation process.
Who needs to comply with this policy?	Staff employed by Carclew Youth Arts on a full/part time, contract, casual, agent, unpaid and voluntary basis. (staff, artists, tutors, agents, volunteers)
What do I need to know?	<p>As a representative of Carclew Youth Arts, you must:</p> <ul style="list-style-type: none"> • Adhere to Carclew Youth Arts policies, the <i>Occupational Health, Safety and Welfare Act 1986</i> and the <i>Occupational Health, Safety & Welfare Regulations 2010</i>. • Report any accident, incident or near miss that occurs at the workplace to the Chief Executive Officer, Manager, Finance & Operations and First Aider as soon as possible after the event. • Complete an Accident, Incident and Injury Report Form and other relevant paperwork if an incident occurs. • If working with children or young people ensure that a Duty of Care form is completed for every child in case emergency medical treatment is needed. <p>As a representative of Carclew Youth Arts, you must <u>not</u>:</p> <ul style="list-style-type: none"> • Place yourself or others in danger by taking unnecessary risks. • Disclose confidential information without authorisation.
What guides this policy? And where can I get more information?	<ul style="list-style-type: none"> • Occupational Health, Safety & Welfare Act 1986 • Occupational Health, Safety & Welfare Regulations 2010 • Public Sector Act 2009 • Code of Practice for First Aid in the Workplace, SafeWork SA • Code of Conduct and Procedure
Contact	Leeanne Randall Policy Administrative Officer Ph: 8267 5111 Ext. 148 Email: lrandall@carclew.org.au

1. Background

Under *Section 20* of the *Occupational Health, Safety and Welfare Act 1986* employers must ensure that policies and procedures in relation to the provision of first aid in the workplace must be current and maintained. *Regulation 418* of the *Occupational Health, Safety & Welfare Regulations 2010* requires organisations to immediately report any work-related injury, which requires treatment as an inpatient in hospital, to SafeWork SA as soon as possible after the injury occurred.

Carclew Youth Arts is committed to the effective management of work related accidents, incidents or injuries and to providing support and assistance to the ill or injured. This policy complies with our obligations under the *Occupational Health, Safety and Welfare Act 1986* and the *Occupational Health, Safety & Welfare Regulations 2010*; to secure, remove and protect staff members and the public from any risks to their health, safety and welfare at work or arising from any Carclew Youth Arts activities.

2. Purpose

This policy has been developed to assist staff to effectively manage work related accidents, injuries; and to provide direction for the treatment, reporting and investigation of all incidents to staff, artists, participants and others. It aims to facilitate the development of preventative action and control measures to prevent similar occurrences, as well as assisting with potential claims and the rehabilitation process.

3. Scope

This policy applies to all Carclew Youth Arts representatives; including staff, volunteers, contractors, artists, participants and visitors while present at the organisation; and at any Carclew Youth Arts endorsed activity, wherever the location.

4. Definitions

Accident: an unplanned occurrence or incident that causes or contributes to personal injury or damage to property.

Incident: an unplanned occurrence or event. Incidents range from near-miss to serious and emergencies.

Illness: a state of poor health.

Injury: damage to a biological organism/human being.

Hazard: anything that may result in injury to a person or harm to the health of a person.

Near-miss: a hazard exists but injury or damage does not actually occur / an incident that could have caused injury.

Minor Accident: a hazard that results in minor injury or damage but no loss of work time. This type of injury may require first aid assistance.

Major Accident: resulting in serious injury i.e. fracture, amputation or damage and requiring the injured person to be absent from work for greater than one working day.

Emergency: any sudden danger that requires immediate action to prevent serious injury, illness or damage. i.e. uncontrolled fires, spillage of dangerous goods, life-threatening injuries.

Dangerous occurrences: an incident or event where there is an immediate risk to any person. i.e. uncontrolled explosion, fire or escape of gas, steam or other hazardous substance, collapse of a floor, wall or ceiling, electrical short, malfunction or explosion

Investigation: a systematic examination of the event/incidents and its cause/contributing factors.

5. Policy Statement

Carclew Youth Arts is committed to the appropriate management of accidents, incidents and injuries that occur in the workplace or at an event organised by the organisation. It is the responsibility of each staff member to immediately report any accident, incident or injury that

occurs at the workplace. The importance of reporting minor injury and 'near-miss' accidents cannot be over emphasised. If accidents and incidents are not reported it is highly likely that the sequence of events that contributed to the incident or injury remains essentially unchanged.

5.1 Guiding Principles

In accordance with the *Occupational Health, Safety and Welfare Act 1986* and the *Occupational Health, Safety & Welfare Regulations 2010*, Carclew Youth Arts is committed to the following principles by:

- Adhering to the *Occupational Health, Safety and Welfare Act 1986* and the *Occupational Health, Safety & Welfare Regulations 2010* at all times.
- Maintaining and reviewing procedures for the treatment, investigation and reporting of accidents, incidents or injuries to staff, volunteers, contractors, artists, participants and visitors while present at the organisation.
- Implementing corrective actions following incidents to minimise any future reoccurrence.
- Ensuring that the injury management process commences as soon as possible after a work related injury has occurred.
- Ensuring that the injured person's psychological and physical recovery is considered throughout the entire process.
- Ensuring that staff members receive compensation entitlements for work related injury or illness.
- Ensuring that at least one full time staff member holds a current Senior First Aid Certificate and, at least one staff member for each project have basic First Aid training.
- Ensuring that all accidents and incidents are reported to the Occupational Health, Safety and Welfare Committee, whom hold regular meetings. This is to ensure that preventative action is implemented.
- Ensuring that all accidents, incidents and preventative action are reported to the Carclew Youth Arts Board, whom holds regular meetings.

5.2 Responsibility

It is the responsibility of the employee of the work area in consultation with a First Aider and the injured employee to:

- Ensure first aid is administered to the injured and further steps taken if required.
- Record the information using Carclew Youth Arts' Accident, Incident and Injury Report Form.
- Conduct the accident investigation as soon as possible after the event.
- Suggest corrective controls to prevent further accidents and injuries. It is the responsibility of the Occupational Health, Safety and Welfare Committee to ensure that the corrective action is carried out.

Employees are required to comply with the requirements of this document and have a responsibility to immediately report any accident, incident or injury that occurs at the workplace to the Chief Executive Officer/Manager, Finance & Operations and First Aider. The Manager, Finance & Operations will report the nature of the incident; while maintaining confidentiality, to the Occupational Health, Safety and Welfare Committee and Carclew Youth Arts Board.

5.3 Duty of Care

Arts workers, care providers, teachers and support workers have a special and primary duty to the children and students in their care. This duty of care requires them to refrain from doing things that might lead to a child or student being injured, and requires the worker to take positive steps toward maintaining health and safety. An employee could be found to be negligent if assistance was not provided to an ill or injured child or student.

Carclew Youth Arts ensures the highest quality of care for each and every child entrusted in our care. A Duty of Care form must be completed for every child in our care in case emergency medical treatment is needed. *For Further detail please refer to Child Safe Environment Policy.*

In the event that a child or young person has an accident or becomes ill while participating in a Carclew Youth Arts program:

- The parent/guardian must be notified as soon as practicable after the incident.
- The child/young person must be kept under adult supervision at all times until he/she recovers or until their parent/guardian takes responsibility of the child.
- If the child/young person requires urgent medical or dental attention, immediate arrangements are made to secure that treatment; and the child/young person's parent/guardian must be notified as soon as practicable after the incident.
- All accident, incident or injuries that occur at Carclew Youth Arts are recorded and a copy of the report form will be provided to the parent/guardian of the child involved.

5.4 First Aid

Carclew Youth Arts ensures that at least one full time staff member is currently trained as a Senior First Aid Officer. Also at least one staff member for each project has basic First Aid training. This training is refreshed as required. All first aid kits are conveniently located, accessible, and are regularly checked to ensure that they are appropriately maintained; as per *SafeWork SA's Approved Code of Practice for First Aid in the Workplace*. First aid kits are kept at Reception and in the Team Room. Program areas have basic first aid kits for individual projects.

5.5 Occupational Health, Safety and Welfare Committee

The Occupational Health, Safety and Welfare Committee must ensure that they comply with the requirements of *Section 33* of the *Occupational Health, Safety and Welfare Act 1986* and the requirements of this document. It is the committee's responsibility to ensure that changes are implemented to provide a workplace that is safe and free from any risks to health and safety of employees.

5.6 Risk Management Action Plan

Carclew Youth Arts undertakes an occupational health, safety and welfare risk assessment on an annual basis. Risks are assessed and controlled to minimise the potential for injury or harm. Likewise, all events held by Carclew Youth Arts carry out the assessment, control and monitoring of risks prior to the event.

5.7 Reporting an Accident, Incident or Injury

It is important that any accident, incident and/or injury is attended to as soon as possible, and the injury management process commences as soon as practicable after a work related injury has occurred. An Accident, Incident and Injury Report Form must be completed for each incident no matter how trivial. All sections of the Accident, Incident and Injury Report Form must be completed. The form must be sighted and signed by the Chief Executive Officer, and then forwarded to the Manager, Finance & Operations. All Accident, Incident and Injury Reports are handled in confidence; however, in some instances the nature of the incident may be disclosed to appropriate parties.

The supervisor must interview the person(s) involved, witnesses and all other relevant personnel. The discussion will be held in a quiet and private place at the workplace. It is important for the person involved in the incident to know that the purpose of completing the report form is to gather the facts and not to seek blame but rather a basis for the development of preventative action.

5.8 Reporting a Workers' Compensation Claim

In the event of incidents or injuries involving employees that are likely to result in a workers' compensation claim, employees must report the accident/injury to the Chief Executive Officer/Manager, Finance & Operations as soon as practicable. All sections of the Accident, Incident and Injury Report Form and the WorkCover Worker Report Form must be completed as soon as possible. Medical Certificate, accounts and an application for leave of absence must be submitted. If injuries are not reported as soon as practicable after the event, a claim for workers' compensation may be jeopardised and not payable.

6. Procedures Title

Accident, Incident and Injury Procedure

7. Responsibility for implementation

- The Chief Executive Officer will advise staff members of the new policy and procedures immediately.
- The Policy Administration Officer will advise all Carclew Youth Arts staff members that the Accident, Incident and Injury Policy and Procedure will be available to view on the Carclew Youth Arts Server. The policy and procedure will be listed on the Carclew Youth Arts Policy webpage.
- The Accident, Incident and Injury Policy and Procedure will be included in the Carclew Youth Arts Staff, Artist and Volunteer Induction process.

8. Policy Status

Created: 23 May 2011

Endorsed: 3 November 2011

Review Date: 3 November 2013

9. Key Stakeholders

Carclew Youth Arts Board, staff and clients.

10. Approval Body

Carclew Youth Arts Strategic Team: 12 October 2011

11. Endorsement Body

Carclew Youth Arts Board: 3 November 2011

12. Legislation

South Australian Public Sector Act 2009

Occupational Health, Safety & Welfare Act 1986

Occupational Health, Safety & Welfare Regulations 2010

13. Related Policies / documents

Code of Conduct and Procedure

Code of Practice for First Aid in the Workplace, SafeWork SA

Accident, Incident and Injury Report Form

Accident, Incident and Injury Flow Chart

First Aid Kit contents checklist

14. Date effective

This Policy is effective as of 3 November 2011

15. Next Review Date

This Policy is due for review 3 November 2013

This Policy will be reviewed on a two yearly basis. However, if at any time the legislative, policy or funding environment is so altered that the policy is no longer appropriate in its current form, the policy will be reviewed immediately and amended accordingly.

16. Policy Author

Policy Administration Officer, Carclew Youth Arts

17. Contact

Policy Administration Officer, Carclew Youth Arts

Acknowledgment

In developing this policy Carclew Youth Arts has drawn on resources including the Occupational Health, Safety and Welfare Act 1986, Occupational Health, Safety & Welfare Regulations 2010 and documents prepared by SafeWork SA and the University of Ballarat.

Disclaimer

This policy does not represent legal advice. If you have any queries about your obligations, you should seek your own independent legal advice.