

INCIDENT REPORTING & INVESTIGATION PROCEDURE

Purpose of Procedure: The Incident Reporting and Investigation Procedure provides guidance for the reporting and investigation of incidents by the Maldon Neighbourhood Centre Coordinator to encourage early reporting and corrective action.

Definitions:

Incident	An event that has led to or could have led to an injury. Incidents include near misses, accidents and injuries.
Injury	Physical damage or harm to a person (includes work-related illness)
Near Miss	A near miss is defined as any occurrence that might have led to an injury or illness to people, danger to health and/or damage to property or the environment.
Notifiable Incident	Incidents at a workplace which require notification to WorkSafe Victoria (WorkSafe) as per Section 6.2.1.4 of this procedure

Scope: This procedure applies to all locations and times where the Maldon Neighbourhood Centre is conducting activities and events, including but not limited to, the MNC Hall, MNC Classroom, Community Garden, playspace, toilets, community bus, market location.

Responsible Parties:

Committee of Management is responsible

- For ensuring this policy is adhered to by all responsible parties

Centre Coordinator is responsible

- for communicating to staff and volunteers, the requirement to report incidents to the Coordinator
- for initiating an incident investigation and report using the MNC Incident Template
- for complying with the requirements for reporting notifiable incidents to WorkSafe and to other regulatory bodies as required.
- For implementing preventative control measures and communicating incident investigation findings to the Committee of Management.

Staff and volunteers are responsible

- For reporting all OH&S hazards, incidents and near misses to the Centre Coordinator
- For co-operating with incident investigations
- Following safe work procedures and instructions

Procedure:

Incidents should be reported to the Centre Coordinator as soon as possible after they occur.

The Centre Coordinator must complete the Incident Report and investigate the incident