



Health and Safety

for congregations

Incident and injury reporting and notification (ACT)

How this guide can help you

The prevention of injuries and illness is of utmost importance, but we also recognise it's possible an injury may occur. This guide has been developed to provide information about the steps that should be undertaken immediately after an incident or injury.

In this section you will learn about:

- Providing immediate support following an incident or injury
- Notifiable incidents
- Making a first aid, hazard, incident or injury record
- Risk management
- Additional requirements when children are involved

The practical tools you will find:

- A sample first aid, hazard, incident and incident, injury record
- A short video clip on risk management
- The risk management procedure

Immediately following an incident

Immediately following an injury, it is important to provide care and support straight away. It is also important to address any immediate safety concerns and protect others and limit further damage (if it is safe to do so). This may include enacting our emergency procedures. Additional information is provided in our first aid manual found [here](#) and our emergency manual found [here](#).

Notifiable incidents

If someone dies or a serious event or dangerous occurrence occurs you may need to report the incident to the safety regulator (WorkSafe ACT). This needs to be done immediately after you become aware of the incident. A serious event or dangerous incident is one where someone dies, or one that requires a person to have:

- Immediate treatment as an inpatient in hospital
- Immediate treatment for a serious head injury
- Immediate treatment for serious lacerations
- Immediate treatment for serious eye injury
- Loss of bodily function
- Immediate treatment for a serious burn
- Immediate treatment for a spinal injury
- Immediate amputation of a body part
- Medical treatment within 48 hours of exposure to a substance such as chemicals, or blood and bodily fluids.

More information about notifiable incidents can be found [here](#). More information about dangerous incidents is also provided [here](#). If you are unsure whether to report an incident, it is best to be cautious. Incidents and dangerous occurrences can be notified using contact details found [here](#). WorkSafe may request you follow up with a notification in writing within 48 hours. Take care not to disturb the incident site until WorkSafe ACT provides instruction that it's okay to do so.



Register of injuries and first aid record

Following an injury, incident, injury or first aid a record must be made. A template has been provided for you to access [here](#). When children are in our care, their parents must also be notified.

Incident notification

If a work-related injury is sustained by a staff member or a minister you must report the incident online to the workers compensation insurer within 48 hours. This can be done by providing details to the following email:

 UCASynod.RTW@willistowerswatson.com


It is also important to report the incident internally. This can be done by completing a first aid, hazard, incident and injury form found [here](#). This should be completed by the injured person, their manager or someone else in the workplace if they are unable to complete the form on their own. This should be completed in full and provided to a member of the Church Council.

A copy should also go to the Synod insurance team if any other insurance related notifications are needed. Email insurance@nswact.uca.org.au.

Preventing further injuries






Following an incident, it is important for controls to be implemented to prevent something similar occurring again. We have provided some tools and templates to help you.

 Click [here](#) to see a short video clip on the risk management process

 Click [here](#) to access our risk management manual

When children are involved

When children are away from their parents and in our care, it is good practice to notify parents of an incident, injury or trauma as soon as possible. The first aid, hazard, incident and injury record should also be made. If a serious incident or injury occurs in a child care funded service (the Department of Education, Skills and Employment) must also be notified (within 24 hours) using the form found [here](#). A serious incident is defined as:

-  The death of a child while a child is in our care or following an incident that occurred while the child was being cared for
-  An incident or illness involving serious injury or trauma to a child which where urgent medical attention is required from a medical practitioner or hospital
-  Any event where emergency services attended
-  Any circumstance arising at the service that poses a risk to the health, safety or wellbeing of a child or children
-  Any circumstance where a child appears to be missing, cannot be accounted for or has been mistakenly locked in or locked out



There may also be child protection requirements. These can be found [here](#).

