



EMMAUS

CHRISTIAN SCHOOL CANBERRA

WH&S Policy 4-1
Reporting &
Investigation Incidents

Updated
March 2017

Vision/Purpose

Emmaus exists to partner with parents, in providing a Christ-centred, Biblically-grounded and academically-rigorous education, which enables students to grow in wisdom and character, to the glory of God.

Values

1. Caring for Others

At Emmaus, we value, care for and respect each other because we are all made in the image of God. We partner with parents to care for and develop the whole person- body, soul and spirit. We foster a sense of belonging, celebrate one another's achievements and choose to be grateful for our school and each other. We are a community that learns in a fun, creative, encouraging and generous environment.

2. Striving for Mastery

At Emmaus, we encourage students to strive for excellence in all aspects of life: in study, work, and in relationships with God and with people. We believe God equips every person with gifts and abilities. We seek to instill in our students a strong desire to apply their utmost to what they do, an attribute that will long outlive their school years. Students are encouraged to master and apply academic and life skills in order to make the most of their opportunities in later life. Our goal is to equip students with the necessary skills and understanding to make wise and Godly choices, and to live resilient, fulfilled, and productive lives.

3. Equipping for Service

At Emmaus, our motivation for service is the love that Christ has shown us: his life of servant leadership is the example we seek to follow. Staff at Emmaus model integrity, accountability and the value of excellence in our work. We strive to equip students with both the desire and the skills to make a difference in the lives of others. We aim to grow students who are rich in Godly wisdom and noble character, and find their security in the love of Christ.

WHS Policy 4-1

Reporting & Investigating Incidents

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1.0	Oct 2016	Prepared by ECSC WH&S Committee
1.1	Mar 2017	Updated by W.Morris from review by Exec team, added flowchart

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Related Documents:

Emmaus Christian School:	3-6 Student Medications
WHS Policy suite -	4-1 Reporting & Investigating Incidents
1-1 Work Health & Safety	4-2 First Aid
1-2 Document Control	4-3 Critical Incidents
2 Training & Communication	4-6 Return to Work
3-1 Managing WHS Risks	4-5 Significant Medical Needs
3-2 Off-Campus Education	5-1 Anti-Discrimination
3-3 Maintaining Buildings & Facilities	5-2 Anti-Bullying, 5-3 Sexual Harassment
3-4 Hazardous Substances	
3-5 Manual Handling	

Relevant Legislation

Work Health and Safety Act 2011 (ACT)

Work Health and Safety Regulation 2011 (ACT)

1 INTRODUCTION

The WHS plan of the school sets systems in place to protect staff, students and visitors to the site, by reducing the likelihood and potential consequences of incidents. When incidents occur, they need to be dealt with rapidly, especially if a person is injured, or there is ongoing potential for injury, or damage to school property.

2 CHRISTIAN RATIONALE

The school aims to keep people safe and to protect the resources of the school through monitoring potential risks. Controls are set in place out of respect for the lives and safety of others, and to fulfil the responsibility of good stewards. Love for God, and love for other people, is the motivation for the actions and requirements of the school. This is fundamental to the vision and mission of the school: that through the school’s compassion and diligence, people might see something of the loving-kindness of God also.

No one has ever seen God; but if we love one another, God lives in us and his love is made complete in us. 1 John 4:12

3 PURPOSE OF THIS DOCUMENT

This document sets out the policy and procedures of Emmaus Christian School (“the School”) in relation to reporting and investigating all incidents so that causes can be thoroughly understood and actions can be taken to prevent recurrence.

It covers all incidents on the ECSC campus or occurring during ECSC off-campus educational activities, involving ECSC staff, students or volunteers, visitors or the public.

4 WHO MUST COMPLY

Responsibilities	Evidence of Compliance
Principal	
Ensure notifiable incidents are reported promptly and all requirements from the regulator are complied with	Incident reports; reports to regulator
Report to the Board regularly on statistics relating to incidents, and on the details of any notifiable incidents	Principal’s report to the Board
Communicate with media	Press releases
Investigation following a fatal accident/ incident with the potential to cause serious injury	Investigation report
Director of Studies	
Ensure training in responding to incidents	PD week training
Coordinate investigations into incidents	Investigation report
Review incident reports for WHS system improvement	WHS plan
Maintain records relating to incidents	Record Keeping Policy
Report to the Principal regularly on incidents, WHS system	Minutes of WHS meetings; special reports
Heads of School	
Respond appropriately to incident	Incident reports
Report notifiable and other serious incidents to the Principal and Business Manager as soon as possible	Incident reports
All staff	
Report all hazards and incidents	Hazard report; incident report

5 DEFINITIONS

Incidents: Any undesirable event that:

- Causes, or has the potential to cause, damage to people, property or the environment
- Impacts the community
- Also includes near hits or misses, and all accidents

Accident: An event that causes damage to people, property or the environment

Serious injury, illness or trauma which a reasonable person would consider required urgent medical attention from a registered medical practitioner. This includes requiring a person to have:

- Immediate treatment as an in-patient in a hospital
- Immediate treatment for:
 - The amputation of any body part
 - Serious head injury
 - Serious eye injury
 - Serious burn
 - Separation of skin from an underlying tissue (e.g. degloving, scalping)
 - Spinal injury
 - Loss of a bodily function
 - Serious lacerations
- Medical treatment within 48 hours of exposure to a substance, and includes any other injury or illness prescribed by the regulations but does not include an illness or injury of a prescribed kind (Work Health and Safety Act 2011(ACT), Clause 36)

Dangerous incident: An incident in relation to a workplace that exposes a worker or student or any other person to a serious risk to a person's health or safety emanating from an immediate or imminent exposure to:

- An uncontrolled escape, spillage or leakage of a substance
- An uncontrolled implosion, explosion or fire
- An uncontrolled escape of gas or steam
- An uncontrolled escape of a pressurised substance
- Electric shock
- The fall, or release from a height, of any plant, substance or thing
- The collapse, overturning, failure or malfunction of, or damage to, any plant that is required to be authorised for use in accordance with the regulations
- The collapse, or partial collapse, of a structure
- The collapse or failure of an excavation or of any shoring support of an excavation
- The inrush of water, mud or gas in workings, in an underground excavation or tunnel
- The interruption of the main system of ventilation in an underground excavation or tunnel
- Any other event prescribed by the regulations, but does not include an incident of a prescribed kind (Work Health and Safety Act 2011 (ACT), Clause 37)

6 POLICY

- (a) Incidents shall be managed in a timely and effective way to:
- minimise harm or further harm to a person or persons
 - engage appropriate assistance to the scene
 - restore the orderly running of the school
 - investigate the cause/s of the incident
 - effect controls to minimise the likelihood and/ or consequences of similar incidents
- (b) An incident report shall be completed for each incident or significant 'near-miss' within three working days. Notifiable reports (See 7.1) must be completed within 24 hours of the event.
- (c) Significant incidents shall be reported to the appropriate authorities.
- (d) An investigation shall be made into significant incidents to determine cause/s and appropriate future control measures.

7 PROCEDURES

7.1 Notifiable Incidents

ECSC must notify the regulator (Workcover) when an incident results in:

- The death of a person
- A serious injury or illness of a person
- A dangerous incident

The Principal, the Business Manager or another delegated staff member must give notice as fast as possible either by phone, fax or email.

Notice by phone must provide any details requested by the regulator; and, if asked, written notice within 48 hours.

Records related to notifiable incidents will be retained for at least five years.

7.2 Responding to and Reporting Incidents

(a) First Response

The first response to any incident is to provide first aid and other medical assistance for any injured people (which could include staff, students, contractors, volunteers, visitors or members of the public).

(b) Reporting the Incident

All incidents must be reported immediately to a coordinator, supervisor or other senior staff member, who will ensure any injured people are being attended to, other people are safe, the scene is left undisturbed and, if necessary, emergency services, police or other authorities are notified.

The witness or staff member on duty must complete an Incident Report form. The Business Manager must be notified as soon as possible for all incidents.

(c) Informing the Principal

The Principal must be informed as soon as possible of any notifiable incident or any other incident that may involve Government authorities such as WorkCover. The Principal will be the official channel for statements to the media or general public.

The Principal will inform the Board of all notifiable incidents.

7.3 Investigating and Following Up Incidents**(a) Organising an Investigation**

All reported incidents will be reviewed and investigated where necessary, including minor incidents because they may be a warning of potential for loss and damage. Investigation of minor incidents can prevent loss at a later date.

The Business Manager will coordinate the investigation of an incident through the WHS working group and the person responsible for the area where the incident occurred.

Following a fatal accident, or an accident which has the potential for serious outcome, the Principal may set up a Committee of Investigation. The results of any such investigation, along with recommended actions, will be reported to the Board.

(b) Preserving the Scene

The scene of the incident will be left as is until the investigation has been completed.

- In the event of a dangerous incident or an incident involving serious injury or illness, it is particularly important not to disturb the scene, as police or other Government Authorities such as Workcover may also need to conduct an investigation.
- If the situation is dangerous to other people (staff, students, contractors, volunteers, visitors or members of the public), it must be made safe but, if possible, photographs should be taken and positions of objects marked before being moved.

(c) Collecting and Analysing Evidence

- Photographs, sketches or notes must be made of the scene, including damage or any other evidence.
- People involved with the event should be interviewed as soon as possible and all statements must be written, signed and dated.
- Do not prejudge or be biased when investigating an incident: be objective on all counts.
- Identify as many causes as possible that led to the incident.

(d) Developing Controls

When the causes of an incident have been identified, the investigating team in consultation with the Executive will set priorities for effective and economic controls to be applied to prevent recurrence.

7.4 Reports and Record Keeping

The Business Manager will review all incident reports, and the follow-up actions, with the WHS working group to:

- Confirm that proposed actions have been completed
- Consider the adequacy of additional controls
- Look for ways to improve the WHS system and processes

Records will be maintained for at least five years.

Staff and student personal records relating to incidents will be kept up to date.

The Business Manager will report regularly to the Principal on incidents, incident statistics, responses to incidents and WHS system improvements.