

## D03 PR 0005 Incident Reporting Procedure

This process should be followed in the unlikely event of an adverse incident which may involve workers, congregation members and other users of church facilities. Incidents can result in death, injury, asset damage or near misses.

### Why do churches report incidents?

All organisations employing workers are required by legislation/regulation to keep registers of notifiable workplace incidents – this includes allegations of abuse, deaths, serious injuries and dangerous incidents or near misses even if no-one is injured. State based Work Health Safety resources (Safe Work NSW) should be notified if the incident involves a worker or volunteer. The Baptist Association of NSW and the ACT should also be notified in this case.

Any notifiable event must be reported to the relevant authority immediately by the Senior Pastor and /or delegated person from the Safe Church Team.

Examples of events reported include:

- Death
- Serious injury
- Any incident requiring application of first aid
- Trips, slips, falls
- Robbery or violent incident
- Graffiti or other malicious property damage
- Structural fault
- Near miss in car park
- Natural disaster causing damage to property or people
- Allegations of abuse and / or molestation of any kind

### Who needs to be contacted in the event of a Church incident?

Firstly, apply first aid or if the matter is more serious call **emergency services** (ambulance, fire, police), if needed.

In the event of death or serious injury to a worker, the senior pastor or deacon should report immediately to **WorkSafe NSW**. Where the injured party is not a worker you may still need to report to WorkSafe, e.g. awning collapses on church members or volunteers .

Notifying **family members** of the injured person .

It is also advisable to contact a lawyer and protect the incident scene until the relevant emergency services and/or government inspector arrives (or until notice is received that one will not be arriving) or until any internal investigation is complete.

Record incidents on Report forms and retain forms in a Register. Report incidents through the Pastor and diaconate. Report worker injuries to the Workers' Compensation insurer. Notify Baptist Insurance Services if the incident could trigger a liability claim. Analyse the circumstances of each incident to determine what changes may be required to prevent reoccurrence.

## Incident report form:

Churches are required to keep records of all incidents that might give rise to a future insurance liability claim. The record should contain as much detail as possible (including photographs) to enable later understanding of the circumstances of the incident.

Damage to property or assets should be recorded to identify the emergence of potential hazards and to facilitate repairs.

What should be recorded on incident reports?

- Worker's name and job details (or third party person's name if not a worker)
- Time and date of injury or incident
- Exact location where the injury/incident occurred. Photographic evidence of the incident (after attending to injured persons) can be important evidence in any later liability claim
- How the incident/injury happened
- Details of the injury/illness and the part/s of the body injured
- Names of any witnesses
- Name the person entering details into the injury register
- Date the employer was notified
- Where applicable, the date and time the relevant regulator/insurer was informed
- Results of investigation into the causes of the incident
- Proposed controls to mitigate the hazard

The Church incident reporting form to be used is "E04 A 0004 Incident Report Form."

This information will be used should the incident need to be reported to,

- Workers Compensation insurer
- Baptist Insurance services (liability claim)

All information will be kept for a minimum of 7 (financial) to 25 years (WHS).