



INCIDENT AND HAZARD REPORTING

Approved by:

Diocesan Council
The Perth Diocesan Trustees

06 April 2017
20 April 2017

Review Due:

06 April 2020

PREAMBLE

A consultative process is encouraged when dealing with incident and hazard management. The Diocese aims to work in conjunction with the Parishes to develop and implement the relevant procedures for the reporting, management and reduction of incidents, hazards, injuries, and near misses.

INCIDENTS AND INJURIES PROCEDURE

Role of individuals

At the time and during an incident:

- Where possible, firstly keep yourself, then others, and then property safe at all times.
- Contact the 'most senior person' on site and follow directions from them. If emergency services attend, they will appoint an Incident Controller and take the lead role in managing the situation.
- Once the incident is over, work with the warden, clergy, Diocesan Property Asset Manager and/or the Risk and Compliance Manager to develop and implement solutions to reduce any hazards.

Role of most senior person on site at the time

- Follow the instructions for 'individuals' above.
- Initiate the correct level of response (first aid, Dr., 000 emergency services, Diocese 24-hour Emergency Quick Response 0417 690 336).
- **Call 000 if in doubt.** The call centre staff will guide you through the process.
- Isolate the area if required and safe to do so.
- Lead the response to the Incident with the assistance of those onsite or take direction from the emergency services appointed Incident Controller.
- All injuries requiring more than minor first aid are to be reported through the clergy or warden.
- After the incident, assist the clergy or warden to complete any documentation if required.

Role of clergy and wardens

- Follow the instructions for 'most senior person' above.
- Once the situation has resolved on site and using the Diocese Property Database, complete and submit a 'Incident and Hazard Report Form'. The system will automatically (electronically) send the form through to the Diocesan Property Asset Manager. They will forward this to the Diocesan Risk and Compliance Manager if required. If you do not have access to the Database please contact the Diocesan Property Asset Manager and they will work with you and complete and submit the form on your behalf.

DIOCESAN COUNCIL and PERTH DIOCESAN TRUSTEES POLICY 2.1



- If required, work with those on site, the Property Services Manager and/or the Risk and Compliance Manager to develop and implement solutions to reduce the likelihood of incidents/injuries occurring in the future.
- If required, contact the Diocesan Risk and Compliance Manager (9425 7214) and work with them to complete a Worker's Compensation Claim Form 2B.

Role of Diocesan management

To assist Parishes, the Diocese provides resourcing for/and maintenance of:

- Policies, procedures, guidelines, training and resources.
- Assisting sites in identifying, implementing, monitoring, and reviewing solutions to hazards and near miss exposures identified during the review of an incident.
- Assisting in identifying funding and resourcing opportunities.
- Process Worker's Compensation Claims and provide Parishes with all aspects for the practical management of claims including 'Return to work' programs, support for the person and site.
- Receiving and processing Incident and Hazard Report Forms through the Diocesan Property Database.
- Assisting in the management of insurance claims.

HAZARDS AND NEAR MISSES PROCEDURE

Role of individuals

When a hazard or near miss has been identified:

- Only if it is safe, and you have the capacity to do so, resolve the issue yourself.
- If you are unable to resolve the issue:
- **Urgent** – isolate area if safe and possible to do so, immediately contact the 'most senior person' on site.
- **Non-urgent** – contact the 'most senior person' on site as soon as practicable.
- Work with the warden and/or Property Services Manager and/or the Risk and Compliance Manager to develop and implement solutions and/or reduce the exposure to an accepted level.

Role of most senior person on site

- Follow the instructions for 'individuals'.
- **Urgent** – attend to the issue immediately. Do not wait until the warden is available.
- **Non-urgent** – contact the warden as soon as practicable.

Role of clergy and wardens

- Follow the instructions for 'most senior person' on site.
- If you are unable to resolve the issue or would like assistance, contact the Property Services Manager and/or the Risk and Compliance Manager by phone. They will help to develop and implement solutions and/or reduce the exposure to an accepted level.
- Fill in the Incident and Hazard Report Form on the Diocesan Property Database. The system will automatically (electronically) send the form through to the Diocesan Property Asset Manager (Mesh). They will forward this to the Diocesan Risk and Compliance Manager if required. If you do not have access to the Database please contact the Diocesan Property Asset Manager (Mesh) and they will work with you and complete and submit the form on your behalf.



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- If required, work with the Property Services Manager and/or Risk and Compliance Manager to develop and implement solutions to reduce the exposure to an accepted level.

Role of Diocesan management

To assist Parishes meet their obligations, the Diocese is responsible for;

- providing resourcing for/and maintenance of:
- Policies, guidelines, and procedures;
- Receiving and actioning Incident and Hazard Report Forms as required;
- Assisting in identifying and implementing solutions to hazard and near miss exposures; and
- Working with Parishes to identify funding and resourcing opportunities.