



Policy 1.15 Incident Reporting

Introduction

All incidents or potential incidents (near miss) are to be reported at Wanderers Football Club in an effort to address circumstances that give rise to such events. While not every situation is avoidable or manageable, Wanderers Football Club acknowledges it has an obligation to respond appropriately.

To this end Wanderers Football Club defines incidents as any situation, event or circumstances that potentially, or does cause harm to any person associated with Wanderers Football Club or the Club itself.

Wanderers Football Club recognises critical incidents as any event or circumstance that causes ordinarily stable and healthy people to experience unusually strong emotional or psychological distress which has the potential to interfere with their ability to function either at the time of the event, or in the future.

Policy Statement

Wanderers Football Club is mindful of its legal and ethical obligations to ensure the physical and emotional safety of its staff, participants, members, and those people whom we come in to contact with during our daily work activities. The purpose of recording and reporting an incident or critical incident is to identify any risk factors related to work practice and to either assist in preventing critical incidents or alternatively highlight the need for reviewing work practices and policies.

Principles

The following principles apply for staff members in the occurrence of critical incidents at Wanderers Football Club:

- All staff have a responsibility and role to play in preventing incidents and critical incidents for the safety of individuals receiving a service and staff members.
- Instances where staff identify potential problems regarding either their own safety, the safety of individuals receiving services or others, they should bring the matter to the attention of key staff as soon as possible.
- Staff request changes to management or work practices; Additionally, any number of communication methods such as Club meetings, email or informal communication.
- Reporting procedures for incidents and or critical incidents may vary according to Club operating guidelines.

Definitions

Incidents are defined as:

Any situation, event or actions that give rise to potential or real harm to be caused to any individual engaged with Wanderers Football Club, including staff, volunteers, other stakeholder or the general public.

Critical Incidents are defined as:

Incidents that involve serious injury, are life threatening or where those involved have experienced a strong emotional disturbance as a result of the incident and that are assessed as having a risk factor of 5 or higher (according to the Wanderers Football Club Risk Management Flow Chart) and cannot be mitigated by protective action to reduce level of risk below 5.

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The potential for disruption of the lives of participants, members, and staff varies according to the severity of the event and the number of people involved. Wanderers Football Club Risk Management Flow Chart should be used to determine whether an incident is critical or not within the context of the situation being assessed.

Process

- Any incident that is identified as having potential or real consequences should be reported to the relevant manager as soon as is practicable.
- Any incident identified as “critical” should be immediately reported by the staff member to line Manager or designate and complete an Incident Report Form.
- The Executive should be advised immediately, who in turn should report it to the Board Chair.
- The relevant Manager or Designate will report on any ongoing matters pertaining to the incident to the Executive and forward a copy of the report.
- If relevant Workplace Health & Safety delegates should also be notified where an incident affects a staff member.
- The Executive will notify the Board Chair and appropriate authorities where there is a violation of any laws or negative reporting against the Club. The report will also be made available to the QPS if necessary.
- If a staff member requires debriefing, rehabilitation and return to work strategies, it is the responsibility of the Executive or designate to ensure that the appropriate action is taken.

Related Legislation or Standards / Departmental Documents

Related Policies and Documents

1.05 Communication

1.11 Work Health & Safety

Incident Report Form

Safety Incident Form

Incident Register

Wanderers Football Club Risk Management Flow Chart