Incident Policy

**Introduction**

Live Smart Exercise Physiology recognizes that the health and safety of its staff and clients is a priority and that if accidents or incidents do occur, they should be reported. Incidents should be investigated to ensure that the possibility of recurrence or further risk is minimized. This also includes near miss incidents.

This policy applies to all staff, voluntary staff, contractors, clients and visitors under the control of Live Smart Exercise Physiology.

**Purpose**

This policy has been developed to ensure that all staff (including volunteers) understand the processes to be taken in the event of a dangerous occurrence, accident or near miss.

**Definition**

*Incident* refers to anyevent, or near miss, which causes or could have caused injury, illness, or damage to equipment.

**Policy**

Live Smart Exercise Physiology commits to preventing workplace accidents and minimizing dangerous occurrences and will endeavor to achieve a zero accident rate.

Live Smart Exercise Physiology will:

* Provide a mechanism for reporting accidents, incidents, and dangerous occurrences;
* Investigate accidents to determine the root cause with the objective of preventing a recurrence;
* Obtain statistical information about the accident or incidents;
* Meet legislative requirements for reporting accidents and incidents.

All accidents or incidents that result in an injury during the course of treatment and or the service provided must immediately be reported to the treating Exercise Physiologist (and or business owner as applicable).

Any dangerous occurrence which has the potential to result in injury or damage to property must be reported in the same manner as an accident.

In the event of a dangerous occurrence or accident Live Smart Exercise Physiology must ensure the relevant state authority (e.g NDIS commission) is notified and that a full investigation is undertaken to determine the root cause.

The most appropriate corrective action will be taken to ensure the incident does not recur.

**Responsibilities**

It is the responsibility of the business owner to ensure that:

* All voluntary staff and clients are aware of and understand the principles of incident and accident reporting and investigation;
* All incidents and accidents that result in or have the potential to result in injury or damage are investigated and, where necessary, corrective or preventative action is taken;
* All matters relating to voluntary staff and or clients welfare are dealt with in the most appropriate and timely manner.

It is the responsibility of the voluntary staff and or clients to ensure that:

* Accidents and hazards are reported to management at the earliest opportunity;
* All requirements and obligations under the relevant legislation are complied with.

It is the responsibility of the business owner to:

* Help identify the causes of dangerous occurrences and accidents and develop corrective action;
* Ensure State Authorities are appropriately notified of all reportable occurrences or events.

**Procedures**

The business owner must report all accidents or incidents that result in an injury or illness at work, within 24 hours of the incident occurring, including serious near misses.

A follow up report about the incident or accident and the actions taken in response will be completed within 5 business days. A final report may also be required by the NDIS commission within 60 business days of submitting the 5 day report and the NDIS commission will advise as to whether this report is required.

The following documents must be completed for all incidents and injuries involving staff and clients:

* The Live Smart Exercise Physiology Accident/Incident Report Form
* The Live Smart Exercise Physiology Injury Register

A copy of the completed incident report form must be retained and filed by the business owner.

Document Control

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