

POLICY on the MANAGEMENT of INCIDENTS

Rationale

There are certain legislative reporting requirements that must be met. Failure to comply with these legislative requirements may result in a criminal prosecution of the organisation.

To the extent practicable, this Policy is designed so there is minimal risk of the same incidents, or incidents with similar causes or injuries being repeated. It also ensures that the OHS performance of Salesian College Chadstone in relation to incident management can be reviewed as required by the College's Health and Safety Management System (OHSMS).

With respect to the type of incidents defined in this Policy, Salesian College Chadstone is committed, so far as is reasonably practicable, to:

- Minimising the number of accidents/incidents, and
- Reducing the likelihood of recurrences, and
- Minimising the consequences of accidents/incidents in all areas under its control.

Policy

Salesian College Chadstone will document and implement a consistent methodology for dealing with any incident (of the type defined by this Policy) that occurs as a consequence of its undertakings. (Details of that methodology are documented in the Accident/Incident Procedure which will be reviewed at appropriate times.)

Definition

For the purposes of this Policy, an incident means any unplanned event defined by Section 37 of the Victorian OHS Act, 2004, and which has a potential for serious injury, ill health, damage or other serious loss. This includes, but is not limited to **any accidental death, or any person requiring medical treatment, either immediately as an in-patient in a hospital or within 48 hours of any of the following types of incidents:**

- amputations, or
- serious head, eye, or spinal injuries, or
- electrocution, or
- de-gloving, serious laceration, loss of bodily function injuries, or
- collapse, overturning, failure or malfunction of licensable or registrable plant, or
- collapse or partial collapse of a building or structure, or
- implosion, explosion or fire, or
- escape, spillage or leakage of any Dangerous Goods, or
- fall or release from height of any plant, substance, object or person.

This Policy determines the broad approach by which Salesian College Chadstone manages incidents which occur in areas under its control, not only at the time of the incident, but also later, as consequences of the incident become apparent. To this end, Salesian College Chadstone will establish procedures to ensure that subsequent to all such incidents there follow:

- A report to the relevant Agencies where required by the legislation, and
- A record in an internal organisational Register of Accidents or Incidents, and
- An investigation when necessary of the incident circumstances, and

- Appropriate remedial and rehabilitative treatments for people injured in such incidents.

Employees, students, contractors of, and visitors to the College are required to actively support this policy.

Information about the details of how this Policy is to be implemented is available in the Procedures under the Incident heading in the Policy and Procedure Manual.

- ❖ Additional information and advice is available from the OHS Manager
- ❖ OH&S Act 2004