

Incident Reporting Policy



EDUCATING
THE FUTURE

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| Policy number: | 33 | Version: | 1 |
| Drafted by: | Ms Grace Harding | Approved by Board on: | 03/08/2020 |
| Responsible person: | Board of Directors | Scheduled review date | 03/08/2021 |

1. Purpose

Educating The Future Australia Limited (ETF) is committed to the provision of a safe and healthy work environment for all involved in our development programs in Australia and Timor-Leste.

The purpose of this policy is to ensure the reporting of all hazards, near misses, incidents and injuries in order to minimise risk of injury and ill-health or the recurrence of an incident. ETF recognises that incidents are sometimes inevitable and is committed to providing this policy and procedures to ensure all accidents are reported timely so they can be investigated properly and preventative measures can be reviewed and reinforced.

2. Scope

This policy applies to all ETF activities and the following people:

- ETF volunteers;
- ETF directors;
- ETF related personnel such as partners and associated implementing organisations.
- ETF donors, stakeholders or other persons in contact with or attending an ETF event or related-activity.

This policy applies for ETF programs in Australia and Timor-Leste.

3. Definitions

3.1. Hazard

Something that has the potential to injure or harm people, property or equipment.

3.2 Incident

An event that has the potential to or does lead to an injury or damage to property and equipment as a result of losing control of a hazard.

3.3 Near Miss

Any unplanned incidents that occurred at the workplace which, although not resulting in any injury or harm, has the potential to do so.

3.4 Serious Incident

Some incidents have serious outcomes that require formal investigation and are reportable to appropriate government bodies, such as the Department of Health.

4. Policy Principles

ETF is committed to ensuring that volunteers are equipped with training to identify and report hazards, incidents and near misses. ETF encourages volunteers and directors to report all hazards or incidents no matter how minor.

Incidents must be reported to the Leadership Team or Board of Directors as soon as possible to accelerate an investigation and increase the likelihood of important findings. ETF believes that the sooner the cause of details of the accident are identified, the sooner our organisation can establish preventative measures for the future.

5. Policy Review

ETF recognises the importance of reviewing our incident reporting policy and procedures in order to meet with sector best practice. ETF agrees to review this policy and procedures every two years to ensure they are operating effectively.

This policy shall be disseminated through an appropriate directive to all internal ETF stakeholders and necessary persons.

Incident Reporting Procedures



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RESPONSIBILITIES

1. All Volunteers

It is the responsibility of all ETF volunteers and directors to report hazards, incidents and near misses. These must be reported to the Leadership Team or Board of Directors.

ETF volunteers are also encouraged to assist injured or ill volunteers and seek first aid medical attention if appropriate.

2. Leadership Team

It is the responsibility of Team Leaders to respond to hazard reports in a timely manner and escalate any incidents to the Managing Director if necessary.

3. Directors

It is the responsibility of ETF Directors to lead the investigation of near misses and incidents. The Leadership Team and Directors should work together to implement changes to ETF's organizational structure or programs in order to reduce the risk of recurrence of incidents.

4. People and Culture Team

It is the responsibility of the People and Culture Team to record all identified hazards, near misses and incidents.

PROCEDURES

1. Hazard Reporting

Hazards identified during volunteer activity must be reported to the appropriate Team Leader. If the hazard can be remedied immediately, the Team Leader should take appropriate action in consultation with Directors and People and Culture Team.

If a hazard requires greater investigation and the sourcing of risk controls, this should be recorded by the People and Culture Team or the reporting volunteer and the proposed risk controls identified in consultation with the Leadership Team and Directors.

Hazards identified during formal inspections should be recorded with an action plan.

2. Near Miss and Incident Reporting

All near misses and incidents should be recorded within ETF by the reporting volunteer, Team Leader, Directors or People and Culture Team.

If a person has been injured the need for first aid should be assessed and action taken as appropriate.

If the near miss and incident is considered to be serious, Team Leaders and Directors should begin the process of notification to relevant government bodies if necessary.

Directors should undertake an incident investigation in consultation with the People and Culture TEam and record the findings and recommendation within the ETF report of the incident.

2.1 Report Information

When reporting a near miss and incident, the reporting individual should include the following information:

- The nature of the incident;
- the impact or potential impact the incident has, or could have, on ETF;
- the date of the incident or whether the incident is suspected;
- the names of any individuals involved or suspected of being involved in the incident;
- the process of reporting of the incident, for example who was reported to or if an external body is involved;
- details of any ongoing inquiries into the incident and any actions taken to date; and
- whether any other existing applicable ETF policies have been consulted.

3. Injury Reporting

An injury to volunteers should be recorded within ETF by the Leadership Team, Directors or the reporting staff member.

If a person has been injured, the need for first aid should be assessed and action taken as appropriate.

External support should be offered and made available to the injured person and all volunteers involved if required.

4. Anonymity and confidentiality

ETF takes confidentiality seriously and will, to the best of its ability, keep the identity of an individual reporting a hazard, near miss or incident under this Policy confidential. Individuals can also report an incident anonymously.

5. Record of Incident Reports

A record will be maintained of all reported near misses and incidents. The full record will be periodically reviewed by the People and Culture Team and Board of Directors to establish if there are patterns of incidents, which require being addressed by ETF.

RELATED DOCUMENTS

- Incident Register
- Complaints Handling Policy

AUTHORISATION

<Signature of CEO>

<Name of CEO>

<Date>