## Incident Management Policy

|  |
| --- |
| **Version:** 001 |
| **Date approved:** |
| **Date of review:** |
| **Authority to amend: Board** |
| **Related documents**  *Occupational Safety and Health Act 1984 (WA)*  *Incident Management Procedure* |

ABCD recognises its obligation to properly respond to health and safety incidents and hazards in the workplace and will ensure that such matters are:

* investigated and recorded, in keeping with ABCD policy and legal requirements; and
* assessed and monitored to determine if any if any corrective actions are required to reduce the risk of reoccurrence.

Incidents include actual or potential injury, hazard or harm. Harm can be physical or psychological in nature, such as abuse any other action that may put people or property at risk.

ABCD paid staff and volunteers are required to report to their supervisor:

* all work related accidents and health and safety incidents, no matter how trivial
* all known or observed hazards.

Work related death, serious injuries or infectious diseases will to be reported to WorkSafe in accordance with the *Occupational Safety and Health Act 1984*.

All incidents will be responded to and investigated in accordance with the *Incident Management Procedure*.

The Manager is responsible for:

* recording health and safety incidents
* investigating incidents and initiating corrective actions, if required
* reporting to the Board on health and safety incidents and responses.