

Making our Workplace a Safe Place When and how to report Incidents

Diocesan Council wants Diocesan workplaces to be safe and comfortable places to work in. One important way to achieve that is to encourage staff to be alert to anything that could create a situation that is dangerous or unhealthy.

What is an Incident?

An incident is any unplanned event resulting in, or having a potential to cause injury, ill health, damage or other loss¹. Incidents fall into one of the following categories:

1. **Hazard:** A source of potential harm to health or safety.
2. **Near Miss:** An incident that does not actually cause injury or damage, but had the potential to do so.
3. **Injury/illness:** An incident where a person has been injured or has become ill.
4. **Property damage or loss:** An incident where property has been damaged and/or resulted in financial loss.

When to report an Incident

In order to meet legal requirements under Work Health Safety (WHS) laws, Diocesan Office and other Diocesan workplaces² must have processes in place for

- collecting information regarding incidents and
- responding to this information.

The most serious safety incidents (incidents causing the death of a person, serious injury or illness or a dangerous accident) must be immediately reported to SafeWork SA. While reporting these notifiable incidents is a legal requirement, capturing information about all incidents is essential to the effective management of risk in our workplace. Reporting all incidents will help us to:

- learn from experience
- identify and address issues early
- prevent future incidents from occurring, and
- meet compliance obligations.

How to report an Incident

If you:

- notice something that you consider may cause an injury to you or to a colleague
- have a near miss, or see someone else having a near miss, or
- are hurt or become ill at work

you need to fill out an incident report form. A soft copy of the incident report form is found in General/Staff Information/Forms. When you have completed the incident report form, please email it to your manager and to the WHS Officer (Helen Clarke, hclarke@adelaideanglicans.com)

The incident report form captures:

- What happened.
- When, where and how it happened.
- Who was involved.
- The extent of any injuries or damage.
- Any action taken to prevent the incident occurring again.

Completed forms are logged and stored centrally.

Incident Investigations

Some incidents will be investigated to identify the causes and contributing factors involved in the incident, to evaluate the effectiveness of current controls and/or because the incident is considered particularly serious.

¹ Australian Standard AS/NZS 4801:2001 – Occupational Health and Safety Management Systems: Specification with Guidance

² The WHS policy specifically includes Diocesan Office, St Barnabas Theological College, the Professional Standards Office, the Archives Office, North Road Cemetery and Bishop's Court.