# Incident and Accident Reporting

## Policy

*futures in sight* is committed to providing a safe working environment for Contractors, Volunteers and Advisory Panel members.

*futures in sight* is committed to ensuring the dignity and safety of participants we work with.

*Futures in sight* complies with the NDIS Commission Incident Management and Reportable Incidents Rules (2018). These can be found at [www.ndiscommission.gov.au](http://www.ndiscommission.gov.au)

### Scope

*futures in sight* Partners, Contractors, Volunteers and Advisory Panel members

This policy is a supplement to:

*Practice Guide: Expectations of workers providing services in incident management and reporting incidents June 2019*

*Reportable Incidents: Detailed Guidance for Registered NDIS Providers June 2019*

The following types of event, injury and/or illnesses will be reported to a *futures in sight* Partner, regardless of the nature or severity of the event:

* Fatality
* Critical injury/illness
* Lost-time injury/illness
* Illness or injury for which an employee receives/seeks medical attention
* First aid treatment
* Occupational disease
* Property damage
* Near-miss
* Fire
* Environmental release
* Explosions
* Exposures to biological, chemical or physical agents
* Assault
* Abuse and/or neglect
* Sexual assault and sexual misconduct
* Exploitation of any kind

### Principles

* Workplace health and safety is the responsibility of everyone
* Partners, Contractors and Volunteers and Advisory Panel members are entitled to a safe and healthy workplace
* People with disability have the right to live a life of dignity, free from abuse, neglect and exploitation

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### Definitions

**Incident** – an event which occurs as a result of an act or failure to act and that has the potential to threaten the health, safety or wellbeing of a person or people

**Injury** – an event that results in physical harm

**Illness** – a deviation from the normal, health state of the body

**Register of incidents, accidents and injuries** - a record of incidents, injuries or illnesses occurring at work and being sustained by workers, contractors or participants regardless of whether there has been a claim.

**Reportable incident** – incidents or alleged incidents which result in harm to a NDIS participant and occur in connection with NDIS supports and services. Specifically:

• The death of a person with disability.

• Serious injury of a person with disability.

• Abuse or neglect of a person with disability.

• Unlawful sexual or physical contact with, or assault of, a person with disability

• Sexual misconduct committed against, or in the presence of, a person with disability, including grooming of the person for sexual activity.

• The use of an unauthorised restrictive practice in relation to a person with disability, other.

Related Documents

* Engaging Contractors Policy
* Position Description
* Contractor Induction Checklist
* Code of Ethics
* Code of Conduct
* WHS
* Reportable Incidents: Detailed Guidance for Registered NDIS Providers June 2019
* Practice Guide: Expectations of workers providing services in incident management and reporting incidents June 2019
* NDIS Quality and Safeguards Commission Complaints Management and Resolution Guidance

### Legislation

* Fair Work Act 2009 (Commonwealth)
* Fair Work Regulation 2009 (Commonwealth)
* Work Health and Safety Act 2015
* Workplace Injury Management and Workers Compensation Act 1998 No 86
* Industrial Relations Act 1996
* National Disability Insurance Scheme Act 2013

## Procedure

**Roles and Responsibilities**

Contractors

All Contractors will be aware of their responsibilities in relation to incidents, accidents and injuries at work.

A Contractor who sustains an injury or becomes ill as a result of workplace conditions or work activity must verbally report the injury or illness to a *futures in sight* Partner as soon as practicable.

A Contractor must immediately report the incident to a *futures in sight* Partner as soon as they become aware of any Reportable Incident including:  
• The death of a person with disability.  
• Serious injury of a person with disability.  
• Abuse or neglect of a person with disability.  
• Unlawful sexual or physical contact with, or assault of, a person with disability   
• Sexual misconduct committed against, or in the presence of, a person with disability, including grooming of the person for sexual activity.  
• The use of an unauthorised restrictive practice in relation to a person with disability.

The Contractor will fill in the Incident Report form and provide it to the *futures in sight* Partner.

**Partners**

*futures in sight* Partners will ensure that all Contractors doing work on behalf of *futures in sight* are familiar with their reporting responsibilities as well as the expectations of the NDIS Quality and Safeguards Commission in relation to incidents involving participants (Practice guide - Expectations of workers providing services in incident management and reporting incidents June 2019)

The Partner upon being notified of the incident, injury or illness must:

* Ensure that the Contractor and/or participant is safe and has received appropriate medical treatment
* Ensure completion of the register of accident, incidents and injuries and

Partners being notified of any Reportable Incident will:

* Immediately notify the provider of the service responsible for the support to the participant
* Within 24 hours notify the NDIS Quality and Safeguards Commission and other relevant bodies (ie NSW Police) of the incident
* Notify the other *futures in sight* Partners as soon as practicable
* Submit a 5 day form within 5 business days to the NDIS Commission
* If required, submit a final report to the NDIS Commission

All incidents, accidents and injuries will be discussed at the next practicable Partner meeting and any actions arising recorded in the minutes of the meeting.

## Register of Incidents, Accidents and Injuries

All Incident Report forms and the register of incidents, accidents and injuries will be kept in electronic form at *futures in sight*.

All *futures in sight* Contactors will be given information on where to locate the form and the registry and how and when to use them.

Contractors are encouraged to report and record ‘near misses’ which will be considered as a warning sign.

The register will be in the following form:

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name of injured volunteer/ contractor | Their address | Age at time of injury | Occupation at time of injury | Industry in which the worker was engaged at the time of injury | Time and date of injury | Nature of Injury | Cause of Injury | Lessons for the future |
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## Review

This policy will be reviewed on a two-yearly basis.

However, if at any time the legislative, policy or funding environment is so altered that the policy is no longer appropriate in its current form, the policy shall be reviewed immediately and amended accordingly.

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| --- | --- | --- | --- |
| Signed by all Partners | Original signed by all Partners | | |
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