



BUDERIM HISTORICAL SOCIETY INC.

INCIDENT/ACCIDENT NOTIFICATION PROCEDURE

Immediate action in the event of an Incident/Accident

1. If an injury has been sustained, determine if any treatment other than first aid is required. If urgent medical attention is deemed to be required, call the ambulance by dialling **000**, indicating your location and the nature of the injury. Ensure that the person is kept as comfortable as possible.
2. **If a minor injury is assessed as not requiring medical care, assist the person to safety** and provide any first aid required. First Aid boxes are located in the bottom drawer of the mobile desk at Pioneer Cottage and in the kitchen on the shelf near the sink in Vise House. If necessary, contact a relative or friend to take the person home.
3. **Panic Procedure:** If an incident occurs when a volunteer feels threatened, the volunteer should leave the offender and go to Vise House, lock the door and then ring the police by dialling **000**.
4. Document the incident on the BHS Incident/Accident Form, including names and contact details of the volunteer/visitor and those of any witnesses as well as which Management Committee member was contacted. Copies of these forms are located in the Visitor Guide Book kept in the drawer of the mobile desk in Pioneer Cottage and in the Administration Office Health & Safety folder in Vise House.

This document includes:

Time and date of incident/accident

Injured Volunteer/ Visitor details

Where the incident/accident occurred

Name and contact details of any witnesses

To whom it was reported

Description of incident/accident

Photograph of the injury and what caused the injury (Record time & date of when the photographs were taken)

What action was taken

Any other comments

Signature of the volunteer reporting the incident/accident

5. BHS President Kevin Briggs (5476 7748/ 0488 021 894) is to be notified promptly.

If he is unable to be contacted, notify Ruth Ormerod (5326 1740 / 0412 554 262) or Secretary Margaret Thursby (0421 832 855).

Management Responsibilities

1. Ensure action has been taken to ensure the safety of the individual/s involved.
2. If a 'notifiable' incident, Workplace Health & Safety Queensland guidelines are to be followed, ensuring the site of the incident is not disturbed until a WH&S Qld inspector arrives at the site or directs otherwise.
3. Document action taken to investigate the incident/accident.
4. Document and report to the Management Committee the occurrence of the incident/ accident, its outcome and any preventive measures instituted to prevent recurrence.
5. The President of BWMCA is to be promptly notified in writing of any accident/injury occurring on the site of Pioneer Cottage, Vise House and grounds.

Definitions

An **incident** is any unplanned event resulting in or having potential for injury, ill health, damage or other loss. It could involve suspicious or threatening behaviour, damage to property, a bomb threat, sudden or severe illness or fire.

An **accident** might result in minor or major injury to a person/s. An injury would be regarded as **minor** if First Aid treatment is all that is required to treat the injury. A **major** injury is one that would require paramedic or medical intervention or require hospitalisation.

An incident is deemed to be '**notifiable**' if it results in death, serious injury or serious illness of a person.

References:

1. Workplace Health and Safety Queensland
www.business.qld.gov.au/business/running/workplace-health-safety/incident-reporting/whsq
2. University of the Sunshine Coast
www.usc.edu.au

June, 2015

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