



Rockingham Montessori School Incorporated  
ABN: 68 115 270 695

**POLICY TITLE: Recording of Incidents Policy**

**BOARD APPROVAL DATE: May 2015**

**SIGNED BY CHAIR:**

**BOARD REVIEW DATE: May 2018**

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**OVERVIEW**

The School is a particularly busy environment for both children and adult members of the School community. There are large numbers of people operating within a localised area throughout different times of the day. It is inevitable despite a clear focus on Occupational Health and Safety requirements that incidents will occur. Rockingham Montessori School at all times endeavours to provide an environment for all children, staff and families that is safe and manages risks to provide an incident free setting.

Children are encouraged to play safely and are taught about possible risks both within the School setting and the wider environment. Staff members are trained to spot any potential hazard, make the changes, provide assistance when required and are provided with methods to record incidents. Where appropriate, parents are provided with information on incidents that occur within the School and their child's schooling environment.

Incident reports completed about a child will be maintained by the School, on the child's file until the relevant child is aged 25 years. Incident reports regarding events that occur that are not related to a particular child will be filed on the School central file for 7 years.

**PURPOSE AND CONTEXT**

Rockingham Montessori School aims to promote the timely reporting and investigation of all accidents and incidents and to ensure legislative compliance. The aim of this policy is to ensure that all staff are aware of their responsibility in relation to accident/injury/incident/hazard reporting.

**DEFINITIONS**

The following definitions apply for the purpose of this policy:

- a. Accident - An unplanned event which has the potential to disrupt normal safe operations, such as a fatality, injury, illness, uncontrolled discharge to the environment or any other Occupational Health and Safety non-compliance.
- b. Incident - An event (near miss), which could have caused an accident, but did not.

- c. Dangerous Occurrence - Dangerous Occurrences are incidents prescribed by the Occupational Health and Safety Act 2000 that must be reported to Workcover via the Occupational Health Safety and Information Services Unit.
- d. Hazard - Anything or any condition that causes or has the potential to cause injury, harm or ill health.
- e. Lost Time Injury - An incident where there is an injury that prevents the employee from attending work for one full day/shift or more.

**POLICY STATEMENT:**

Rockingham Montessori School requires that an Incident Report Form (Appendix 1) be completed in regard to all accidents/incidents that occur in areas under the control of Rockingham Montessori School. This should be completed and forwarded to the Principal within 48 hours of the occurrence of the accident/incident.

The School also requires that all accidents/injuries/incidents/hazards be investigated and that appropriate strategies be developed and implemented to eliminate or reduce the likelihood of future occurrences.

This policy applies to all Rockingham Montessori School staff and students as well as to individuals who visit the School.

**Part A - Accountability**

***Employees must:***

- a. Report all accidents/injuries/incidents/hazards to their direct supervisor and/or Principal within 48 hours.
- b. Ensure the completion of the Incident Report Form. (Appendix 1)

***Direct Supervisors must:***

- a. Investigate all reported accidents/injuries/incidents/hazards
- b. Ensure corrective action is taken to prevent recurrence
- c. Forward all appropriate documentation to the Occupational Health Safety Coordinator and Principal in a timely fashion

**Occupation Health and Safety Coordinator must:**

- a. Review all accident/injury/incident/hazard report forms
- b. Ensure completion of accident/injury/incident/hazard report forms in a timely fashion
- c. Provide feedback, advice and support to direct supervisors
- d. Provide guidance and assistance to direct supervisors to prevent a recurrence of the same or similar accident/injury/incident/hazard
- e. Monitor the investigation process and control strategies implemented
- f. Ensure timely notification to WorkCover Authority as required

**PROCEDURES:**

**Part B - Scope**

This procedure covers the requirements associated with the investigation of accidents/injuries/incidents and hazards, including fatalities, injuries, illnesses, environmental non-compliance (with licence), public complaints and legal claims. This includes events which actually caused or could have caused any of the above. The procedure covers - immediate action, investigation, classification and any corrective action.

The established Accident/Injury/Incident/Hazard Reporting System is to be used by staff, students or visitors who identify a hazard, are injured or become ill in connection with their work at or visit to the School.

**Part C - Objective**

To ensure all incidents and accidents are properly investigated.

To ensure corrective action is taken to prevent re-occurrence and reduce the risk potential of the working environment.

To identify hazards in the workplace.

**Part D – Immediate Action**

In the event of an accident/injury/incident/hazard staff shall, where it is safe to do so, take appropriate immediate action to minimise the risk of further injury or damage (for example, first aid, fire fighting, contain spills, contact emergency services).

## **Part E - Reporting**

Reporting of accidents/injuries/incidents/hazards is essential for the identification of hazards in the workplace.

Incidents with the potential for injury or damage (near accident) should also be reported.

The person directly involved in the accident/injury/incident or hazard or, if unable, another person (staff member, worker) shall complete the Incident Report Form (Appendix 1). This form should be completed and forwarded to the Occupational Health Safety Coordinator and Principal within 48 hours of the occurrence of the accident/incident.

Serious accidents/injuries/incidents and hazards must be immediately reported to the Occupational Health Safety Coordinator and Principal. This will include any accidents or incidents, which are WorkCover reportable (see Reporting to WorkCover below).

Any accident/injury/incident or hazard involving actual or alleged discrimination/harassment must be reported to the Principal to ensure that these claims are assessed in relation to the Anti-Discrimination legislation.

In addition, the responsible line manager or the Occupational Health and Safety Coordinator, has the authority to suspend work in the area where the accident/injury/incident/hazard has occurred, or to suspend similar work, until the investigation has been completed and/or corrective action taken, if there is a risk of a similar accident/injury/incident/ hazard occurring.

### ***Reporting to WorkCover (Statutory Reporting)***

The WorkCover Authority must be notified, within 7 days, of any of the following situations occurring:

- a. When an employee provides a medical certificate stating that he or she is suffering from a work related illness and is unable to carry out his or her usual duties for a continuous period of at least 7 days as a result of the injury/illness.
- b. When, as a result of an accident at your workplace, a person dies or is injured so that he or she cannot carry out their usual duties for at least 7 days after the accident.

N.B. - The WorkCover Authority must be notified even if the person injured or killed is not an employee. The School will liaise directly with the Occupational Health and Safety Coordinator in AISWA who will notify WorkCover.

It is the responsibility of the immediate manager to ensure completion of:

- a. The Incident Report Form.
- b. Any relevant Workers Compensation documentation within 24 hours of any accident/injury or incident.
- c. The WorkCover Accident Report Form, in consultation with the Occupational Health and Safety Coordinator.

#### **Part F – Accident/Injury/Incident/Hazard Investigation**

All accidents/injuries/incidents and hazards shall be investigated.

During the investigation, an analysis shall be carried out to identify any Occupational Health and Safety Management System failure. This will involve an examination of the incident, by the manager, along the following lines:

- a. Is there a procedure, which covers this area of activity?
- b. Is the procedure adequate? (i.e. effective, workable, comprehensive, simple, easy to use, etc.)
- c. Was the procedure properly implemented?
- d. Was the procedure followed?
- e. What influences, outside of the immediate process, are evident?

The objective of the investigation shall be to establish the real cause(s) of the accident or incidents, so that corrective action is aimed at preventing recurrence of the event.

It is the responsibility of the Principal to ensure:

- a. Timely notification to the Occupational Health and Safety Coordinator of -
  - i. Accidents/injuries/incidents/hazards within 24 hours
  - ii. Major accidents/injuries/incidents/hazards immediately
- b. The accident/injury/incident/hazard is fully investigated and formally advise the Occupational Health Safety Coordinator in cases of discrimination/harassment.

The Occupational Health and Safety Coordinator will monitor trends of accidents/injuries/incidents/hazards and initiate further investigation where:

- a. A number of incidents are noted for similar situations.
- b. A workers compensation claim has been lodged.
- c. The Principal has requested assistance to investigate an accident/injury/incident/hazard.
- d. A serious or major incident has occurred.
- e. A situation is deemed to require further investigation.

#### **Part G – Corrective Action**

The scope and impact of any corrective action taken shall be appropriate to the magnitude and potential for harm of the accident/injury/incident or hazard.

#### **Part H - Records**

Records of all accident/injury/incident/hazard notifications, reporting, investigation and corrective actions shall be kept. Where applicable, records shall be kept for duration as required by legislation.

#### **APPENDIX**

- Incident Report Form (booklets containing these forms are located in every classroom and at the front office reception)

#### **RELATED DOCUMENTS**

- Duty of Care Policy
- Emergency Management Policy
- Occupational Health and Safety Act 2000
- Grievance Policy

# Incident & Illness Report Form

**Rockingham Montessori School**  
**A** 7 Attwood Way, Rockingham WA 6168  
**P** 9528 2118 **F** 9528 7107  
**E** reception@rms.wa.edu.au  
**W** www.rms.wa.edu.au  
**ABN** 68 115 270 695



**ROCKINGHAM  
Montessori  
SCHOOL**

<b>Childs Name:</b>		<b>Age:</b>		<b>Class:</b>	
<b>Date:</b>		<b>Time:</b>		<b>Staff Member:</b>	
<b>Circumstances leading up to event:</b>					
<b>Incident:</b>					
<b>Action:</b>					
<b>Medication/First Aid Given/Contacted:</b>					
<b>Witness:</b>			<b>Time &amp; Date of notification:</b>		
<b>Child sent home early:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No				
<b>Staff Member Signature:</b>					
<b>Parent/Carer Signature:</b>					

**White:** Parent Copy    **Pink:** File Copy    **Blue:** Book Copy

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