

Procedures for Reporting Incidents and Taking Corrective Actions

Introduction

This procedure describes reporting and corrective action response procedures for dealing with OH&S incidents, accidents and OH&S issues raised by members.

The purpose of this procedure is to ensure an effective and timely response to OH&S incidents/accidents and issues raised by members.

The Procedure

- Those involved or witnessing an accident or serious incident (such as a near miss accident) at a TOCACT activity¹ should report the event to the Safety Officer, fill out an Incident/OH&S Issues Report form (copy attached) and lodge this report with the Safety Officer.
- An OH&S issue (such as for example a safety risk that needs to be addressed) can be raised by anyone and reported to the Safety Officer. The issue could be raised:
 - directly with the Safety Officer or a Committee Member (who on refers it to the Safety officer)
 - in discussions at a meeting which then determines that the issue should be referred to the Safety Officer; or
 - by lodging a completed Incident/OH&S Issues Report with the Safety Officer.
- The Safety Officer will present OH&S issues and Incident/OH&S Issues Reports to the next TOCACT Committee Meeting to develop an appropriate corrective actions response.
- The Safety Officer may take immediate action to address identified risks and report such actions to the next TOCACT Committee Meeting for confirmation and inclusion in the correction actions response.
- The TOCACT Committee produces a Corrective Actions Report² with details of the incident/issue, dates, names etc.
 - The Corrective Actions Report will be incorporated in the Minutes of the Committee Meeting and a stand-alone copy filed in the Corrective

¹ Examples of TOCACT activities can include meetings, excursions, authorised tasks undertaken for the Club in members' own workshops, public demonstrations or displays.

² Given the varied nature of corrective actions, a Corrective Actions Report template has not been generated. However this might be a future project if deemed necessary.

Title	Incident Reporting and Corrective Actions Procedures	
Date Approved	September 2015	
Next Review		
Distribution	Committee, all members via website	
Related documents	All Procedures	
Document History	Author	John Karas
Version	Version	Final
Notes		

Actions Folder (hard copy held at the normal meeting premises and electronically on the website).

- The Committee may decide that no action be taken if, for example, the incident or issue is considered out of the control of the Club or is an unlikely event with minimal risk.
 - The Corrective Actions Report should indicate the reasons for no action being required and the reasons reported back to members or the person who raised the issue.
- If the Committee decides on taking Action.
 - The Corrective Actions Report should indicate the details of the decision with recommendations and timelines for implementing actions, with proposed actions reported back to members.
 - The Corrective Actions Report should note any changes needed in OH&S Procedures Factsheets.

FORM FOR REPORTING INCIDENTS AND OH&S ISSUES

This form should be used in reporting incidents/accidents that occur during TOCACT Club activities³ and lodged with the Safety Officer.

1. Describe details of incident, accident or issue (attach further details as appropriate)

2. Describe details of any injuries

3. List immediate actions taken in response to the incident including action taken to address any injuries.

4. Identify the following in relation to the incident

Location	(eg meeting premises, club excursion, home workshop, etc)
Date/time	
Witnesses	

To help the club avoid future incidents of this nature it would be useful to provide your thoughts on the following.

5. Identify possible issues/risks that may have contributed to this incident.

6. Suggest possible future actions that could be taken to help prevent the risk of future incidents/accidents of this nature.

7. Person(s) completing the incident report

Name(s)	Date

³ Examples of Club activities can include meetings, excursions, tasks undertaken for the club in own workshop, public demonstrations or displays.