



Tanglin Gippsland Accident and Incident Policy

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Prepared By	Approved By	Reviewed & Revised	Reviewed By	Next Review
Head of Campus	Tanglin Australia Board – September 2024			September 2026

1 Overview

- 1.1 Tanglin Gippsland has a specific duty of care for the wellbeing of students whereby the risk of harm is minimised and students can function within a physically and emotionally secure, supportive and productive environment. In addition, Tanglin Gippsland has a specific responsibility to provide and maintain a healthy and safe workplace, as far as reasonably practicable, and expects all workers to contribute positively to the health and safety process.
- 1.2 It is important that appropriate and consistent reporting procedures are in place, and that accurate records are maintained of all accidents, incidents (including near misses) and injuries in order that informed action can be taken and recurrences avoided.
- 1.3 In addition to procedures for reporting incidents and taking appropriate action, it is important that a proactive culture of identifying, reporting and addressing potential hazards and risks is developed and encouraged.
- 1.4 The primary purpose of this policy is to guide the process of reporting and relevant actions in relation to accidents, incidents (including near misses), injuries and hazards

2 Definitions

- 2.1 *Duty of care* refers to the requirement that all staff members (especially teaching staff members) take all reasonable care to provide a suitable and safe environment for students, and to ensure that no student is exposed to unreasonable risk of injury.
- 2.2 An *accident*, for the purposes of this policy, will generally be referred to as an incident (see definition below).
- 2.3 An *incident* is an unplanned or unfortunate event/accident that resulted (or could have resulted) in damage, injury, illness, or some other disruption to the campus or members of its community.
- 2.4 A *near miss* is an incident where no injury, illness, damage or disruption resulted but where there could conceivably have been such outcomes.
- 2.5 A *hazard* is anything with the potential to cause harm, injury, illness or loss; whereas a risk is the description of the likelihood and consequence of a hazard causing harm, injury, illness or loss.

3 Details

- 3.1 While incidents and injuries are undesirable and every effort should be made to avoid occurrences, each instance should be regarded as an opportunity to review and improve Tanglin

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Gippsland’s capacity to care for members of its community. As such, all occurrences and reports shall be given prompt and appropriate attention.

- 3.2 A range of prescribed forms for the reporting of incidents, injuries and hazards shall be readily available in electronic form, and appropriate registers of completed documents shall be maintained.
- 3.3 The prompt and thorough completion of forms to report incidents, injuries and hazards is essential in order to facilitate:
 - a) investigations and actions.
 - b) recordkeeping and management reporting.
 - c) risk assessments.
 - d) health and safety improvements.
 - e) legal and regulatory compliance, and
 - f) making and/or defending compensation claims.
- 3.4 Where an injury or illness to a student has occurred, an injury report form should be completed and submitted where one or more of the following applies:
 - Medical professionals or paramedics have been required on site
 - Treatment by a First Aid Officer has been provided
 - Transport to hospital from the campus or from a Tanglin Gippsland activity has been necessary
 - Additional medical attention and/or delayed medical consequences are likely
- 3.5 Where an injury or illness to a student has occurred, reference should be made to the First Aid Policy and the Student Health Policy, and related policies and procedures, for information regarding requirements and appropriate action.
- 3.6 Where an injury or illness to a staff member (including contractors) has occurred, and the staff member involved believes that the condition is (or may be) work-related, appropriate medical attention should be sought and an injury report form completed and submitted.
- 3.7 Where an injury or illness has occurred to a parent, volunteer or visitor, and the person involved believes that the condition is related to a campus incident, appropriate medical attention should be sought and an injury report form completed and submitted.
- 3.8 Where an incident has occurred but no injury or illness resulted to anyone associated with Tanglin, an incident report form should be completed and submitted. An incident must be reported where it fits the definition provided within this policy and/or where it is anticipated that there may be additional repercussions (e.g. legal action, insurance claim).
- 3.9 Tanglin Gippsland shall comply with Part 5 – Duties Relating to Incidents of the OHS Act 2004 (Ref I), and report all serious incidents to Worksafe. The categories of reportable incidents are

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detailed in *Clause 37 of section of the OHS Act* and are set out in *Worksafe’s Guide to Incident Notification (Ref II)*.

- 3.10 Tanglin Gippsland shall have procedures in place to ensure that all Worksafe reportable incidents are reported as required, and that the reporting of such incidents is within legislated timeframes.
- 3.11 In the event of a reportable incident involving any of Tanglin Gippsland’s buses, the school shall comply with the Bus Safety Act 2009 (Vic) and notify the Safety Director at Transport Safety Victoria of prescribed bus incidents in accordance with the Bus Safety Regulations 2020 (Vic).
- 3.12 Any incident or allegation involving criminal activity must be reported to Victoria Police.
- 3.13 Any incident or allegation involving a sexual offence committed by an adult against a child or young person must be reported to Victoria Police.
- 3.14 Where a possible hazard has been identified, and such hazard has not otherwise been reported, a hazard report form should be completed and submitted.
- 3.15 It is expected that the prescribed forms to report incidents, injuries and hazards shall be completed. Notwithstanding such expectations, where occurrences are reported by other means or are not reported but later known, prompt and appropriate attention shall be exercised.

4 Related Tanglin Gippsland Policies

- First Aid Policy
- Occupational Health & Safety Policy
- Risk Management Policy
- Student Health Policy

5 Policy Review

- 5.1 This policy is approved by the Board of Tanglin Australia and will be reviewed at least every two years by Tanglin’s Leadership Team. Leadership Team consists of the Tanglin Gippsland Head of Campus, Head of Learning and Head of Pastoral Care.
- 5.2 Any significant changes to this policy must be approved by the Board.

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