

Incident reporting flowchart for presbyteries and congregations

Identify the incident type and follow the steps to notify, report and investigate

Near miss or no injury incident

(Event with no injury or damage but had the potential to do so)

- Notify immediate supervisor, church and presbytery ministers
- Complete incident report within 24 hours
- Review incident, identify hazards/risks, select control measures, as required
- **Send copy of incident report to WHS Manager by end of month**

First Aid Incident

(Immediate, short term, one-off treatment given by first aid personnel)

- Provide first aid treatment
- Notify immediate supervisor, church and presbytery ministers
- Complete incident report within 24 hours
- Review incident, identify, assess and control hazards /risks, as identified
- **Send copy of incident report to WHS Manager by end of month**
- WHS Manager/WHS team to liaise with UC Insurance as required

Medical treatment or lost time incident

(Treatment required by a health professional)

- Provide first aid treatment, support person as required
- If required – contact Ambulance Services and follow their instructions
- Notify immediate supervisor, church and presbytery ministers
- If ambulance transport is required, the church minister or delegate is to ensure next of kin is advised
- Support and remain in contact with the injured person
- **If the injured person is hospitalised, advise the WHS Manager by phone as soon as possible**
- Do not disturb the incident site until advised by WHS Manager/ WHS team member
- Complete incident report within 24 hours and investigate, assess and control hazards/risks
- **Send copy of incident report to WHS Manager within 24 hours**
- WHS Manager/WHS team to liaise with UC Insurance as required

Notifiable incident (to regulator)

(Serious or dangerous WHS incident or serious electrical incident /dangerous electrical event)

- Follow medical treatment incident process for ill/injured person and/or ensure area is safe
- **Immediately** notify WHS Manager by phone
- Notify immediate supervisor, church and presbytery ministers
- The WHS Manager/WHS team member will determine if a notifiable incident has occurred
- WHS Manager/WHS team member will provide advice and support to the congregation affected in relation to the management of the incident and the site
- The WHS Manager /WHS team member will notify the Executive Director Risk and complete the notifiable incident report for the regulator
- WHS Manager/WHS team member will provide guidance to the congregation on the management of incident site and investigation requirements
- Where possible a WHS team member will guide the incident investigation and/or accompany the WHSQ Inspector
- WHS Manager will monitor the status of the agreed corrective actions by the congregation and update the Queensland Synod Property Officer as required
- **Send a copy of incident report to WHS Manager within 24 Hours**
- WHS Manager /WHS team to liaise with UC Insurance as required



Please call the WHS Manager if you require assistance to complete the Incident Report Form

Queensland Synod office Workplace Health and Safety contact details for assistance

WHS Manager: 0439 136 171

Synod Inspection & Support Representative: 0419 527 985

Manager Risk & Compliance: 0439 854 253

Email: health.safety@ucaqld.com.au

Notifiable incidents contact: WHS Manager, 0439 136 171

Queensland Synod Group Insurance (UC Insurance) contact details

If you have any questions regarding a potential or actual insurance claims, please contact the UC Insurance by:

Phone: (07) 3377 9725

Email: ucinsurance@ucaqld.com.au