

RTO Work Health and Safety (WHS) Incident Reporting Policy and Procedure

PURPOSE

The purpose of this policy and procedure is to outline Music SA's obligations and process with respect to work health and safety incident/accident reporting.

SCOPE

This policy and procedure applies to all incidents or accidents that occur while attending a Music SA RTO training site, a formally recognised Internship, a supervised excursion during class time or at the end of year student showcase. It does not cover accidents or incidents that occur whilst travelling to or from home to any of the above locations.

POLICY STATEMENT

- As an RTO, Music SA has legislative responsibilities in respect to Work Health and Safety.
- This includes reporting on incident and accidents, responding with an appropriate course of action and ensuring that follow-up occurs to mitigate any future risk of the incident or accident occurring again.
- Music SA is committed to meeting all its obligations and stakeholder expectations and in doing so, to provide a safe, fair, equitable and positive learning environment for its students and staff.
- Music SA will ensure that all students participate in a comprehensive induction process as one of the key ways in which Music SA can deliver on this commitment.
- If a student is injured at a Music SA RTO learning site, or during a Music SA RTO organised activity, then the student or their parents/guardians are responsible for the cost of medical treatment and transport to a medical facility or home.

DEFINITIONS

Incident is defined as a near miss or an accident that does not result in injury or fatality.

Accident is defined as an unintentional incident that results in an injury or fatality.

Notifiable Accident is defined as an accident that causes injury resulting in hospitalisation as an in-patient (i.e. overnight stay). It must be reported to Safe Work SA.

RTO Work Health and Safety (WHS) Incident Reporting Policy and Procedure

REFERENCES

- Standards for Registered Training Organisations (RTOs) 2015
- Users' Guide to the Standards for Registered Training Organisations 2015
- Music SA Safety Plan 2018-2020

DOCUMENTS

- Music SA RTO Incident / Accident Report Form

RESPONSIBILITIES

The **Music SA Board** is responsible for:

- approving the RTO WHS Incident Reporting Policy and Procedure and all subsequent revisions; and
- participating in the complaint resolution process as outlined in the RTO Complaints Policy and Procedure.

The **Music SA Chief Executive Officer (CEO)** is responsible for:

- presenting any subsequent revisions of the RTO WHS Incident Reporting Policy and Procedure to the Music SA Board for approval
- ensuring that all RTO staff understand their roles and responsibilities in relation to this policy and procedure
- reporting incidents and accidents to the board; and
- responding to any complaints received by students in relation to incident reporting, in accordance with the Music SA RTO Complaints Policy and Procedure.

The **Music SA Business Manager (BM)** is responsible for:

- keeping a hardcopy and a digital record of all Incident / Accident report forms.

RTO Work Health and Safety (WHS) Incident Reporting Policy and Procedure

All **Music SA Training Staff** are responsible for:

- ensuring that they comply with this policy and procedure
- maintaining accurate records; and
- reporting incidents / accidents in accordance with the expectations of other institutions/agencies e.g. schools and Centrelink.

All **Students** are responsible for:

- ensuring that they comply with this policy and procedure.

PROCEDURE

- 1 When a person witnesses or is involved in an incident or accident in relation to a Music SA RTO activity, they must report it to their trainer or manager in writing within 24 hours. If the person anticipates an incident or accident due to perceived negligence or inadequate safety, they must notify their trainer or manager as soon as possible so the preventative action can be taken immediately.
- 2 Incidents and accidents should be recorded on the Music SA RTO Accident and Incident Report Form at the bottom of this procedure. Forms may have to be completed, signed and submitted to the CEO. The hardcopy form must be stored and saved.
- 3 The CEO may initiate an investigation or request an investigation from the trainer or manager involved if appropriate.
- 4 The person who reported the accident has to cooperate if called in for questioning to provide details needed. As a general rule, the person must provide information in the form as accurately as possible on the following:
 - The place of the incident / accident
 - The date and time of the incident / accident
 - The people involved or injured
 - Any witnesses and their contact details
 - The person's position or involvement in the accident
 - The action taken immediately after the accident
- 5 Any injuries to a child must be reported to child's parents/guardian and school.
- 6 Any injuries requiring an overnight stay in hospital must be reported to SafeWork SA as a notifiable incident

RTO Work Health and Safety (WHS) Incident Reporting Policy and Procedure

STATUS AND DETAILS

Category:	Learner Support and Progression
Reference Code:	MSA-RTO-POLP-LSP_9V1.1
Version No:	V1.1
Status:	Current
Commencement Date:	27/05/2019
Review Date:	27/05/2022
Authorising Authority:	Music SA Board
Authorisation Date:	27/05/2019
Accountable Officer:	Chief Executive Officer

MUSIC SA RTO

INCIDENT / ACCIDENT REPORT FORM

(to be completed by person(s) involved in accident immediately after event)

Surname/Family Name _____

First Name _____

Staff Member Student Visitor Volunteer

Day and Date of Incident _____

Time of Incident _____

Location of Incident _____

Describe Injury Sustained _____

How did the incident happen?

Describe any medical treatment or follow up action required after the incident:

Was anyone else involved in the incident? If yes provide details:

Consequence of Incident:

- Injury
- Fatality
- Lost Time
- Medical Treatment
- First Aid
- No Injury

Property Damage (Estimation Only Required):

Buildings \$ _____

Tools \$ _____

Plant \$ _____

Other \$ _____

Witness's names and contact number (attach witness statements if available)

Name _____

Contact Number _____

To Whom was the accident reported? _____

When was the accident reported? _____

In your opinion what action if any could be taken to prevent a recurrence of the incident?

Was an ambulance called? Y/N Incident No.

Were the police called? Y/N Incident No.

Was medical treatment sought? Y/N Location

(Attach medical report/doctors certificate) Date/Time:

Employee	Signature	Date & Time
----------	-----------	-------------

RTO OFFICE USE ONLY

Manager's risk assessment & initial investigation notes: _____

Manager's Follow Up Action Required: _____

Target date for follow up action: _____

Follow up action to be performed by whom? _____

Have all possible actions been taken to prevent a re-occurrence? Y/N

Attach copies of any relevant receipts or correspondence

Manager's Name & Signature _____

Date Signed _____

GENERAL MANAGER to note:

Has the follow-up action been performed? Y/N Date _____

Has the accident/incident been reported to the board? Y/N Date _____

Signature: _____
