

TABOR

ACCIDENT / INCIDENT POLICY

Authorised By:	Principal (CEO)	Approved Date: 14 Jun 2019
Last Amendment Date:	Revision Date: 14 Jun 2019	
Review Due Date:	Next Review: 14 Jun 2024	
Government Legislation:	See Index – Legislation and Regulatory Authorities relevant to Tabor	
Related Documents:	Work Health and Safety Policy	
Responsible Officer:	Registrar	
Review:	WH&S Committee	

Any person who requires assistance in understanding any aspect of this document should contact the Campus/Facilities Manager or the Responsible Officer

1. Overview

Tabor acknowledges its responsibilities in relation to the safety of students and staff and the purpose of this policy is to outline the responsibilities of staff and students when accidents or incidents occur, and to gather data to support continuous improvement.

2. Scope and Applications

This document relates to all students and staff of Tabor.

3. Policy Principles

- 3.1. Accidents / incidents will be attended to in a timely manner.
- 3.2. Data will only be gathered to support both the resolution of the accident / incident and to ensure processes are in place that will prevent, where possible, any reoccurrence.

4. Procedures

4.1. Senior Staff

- 4.1.1. Will ensure the implementation of appropriate procedures to manage accidents / incidents and the most appropriate actions to attend to them in a timely manner.
- 4.1.2. Will escalate the matter to Executive for resolution where they consider the matter to be life threatening or of such as serious nature as to warrant Executive attention.
- 4.1.3. Will ensure that the person/s involved in the accident / incident completes the [Risk, Hazard and Incident Report Form](#).

4.2. Campus Manager

- 4.2.1. Upon receipt of an [Risk, Hazard and Incident Report Form](#), checks the form to ensure that treatment actions have been taken.
- 4.2.2. Verifies whether the actions taken have addressed the accident / incident fully in order to guard against reoccurrence.
- 4.2.3. If reoccurrence cannot be prevented, will provide advice regarding minimising the opportunity for reoccurrence, or escalate the issue to Executive Council for advice, where appropriate.

4.3. Registrar

- 4.3.1. Maintains Accident / Incident reporting data in order to provide summary reports to the Executive Council, details of accidents/incidents and their associated treatment actions.

5. Definitions

See [Global Definitions](#)

6. Communication and Training

- 6.1. The Campus Manager will undertake to communicate this procedure, and associated amendments, to all employees.