



# IRRAWANG PUBLIC SCHOOL

## PROCEDURE FOR INCIDENT REPORTING



**Last Review: Term 1 2024 Next Review: Term 1, 2025**  
**Principal: Mrs Stacy Mathieson**

**✓ This procedure states the obligations of workplace managers to report incidents through appropriate channels. It defines “incident”, the requirement of employees and others in the workplace to report incidents, types of incidents that must be reported and reporting timeframes.**

### Objectives - statement

- The Department of Education and Communities wants to support prompt reporting of incidents in accordance with statutory and regulatory obligations and corporate objectives. The Department will implement systems and procedures for incident reporting and management to do this.
- Quick reporting of incidents through the appropriate channels enables early intervention, effective management and support where required, and ensures that we meet legislative reporting requirements.

An incident is broadly defined as an event which:

- causes disruption to an organisation; or
- creates danger or risk that could significantly affect individuals within the organisation; or
- impacts on the effective operation of workplaces; or
- attracts negative media attention or a negative public profile for the workplace or the Department of Education and Communities; or
- an incident which WorkCover describes as deemed to be “notifiable” under the *Work Health and Safety Act 2011* which must be reported by law.

Employees and others undertaking work for the Department of Education and Communities must report:

- Workplace incidents
- Workplace related incidents (incidents occurring at an activity directly related to work e.g. excursions, sports events)
- Community or student incidents (occurring outside the workplace but which impact on the workplace).

The types of incidents that must be reported under this policy include:

- work health and safety incidents, injuries to employees and others undertaking work for the Department, incidents required to be notified to WorkCover NSW, emergencies or dangerous occurrences
- incidents reportable to the Employee Performance and Conduct Directorate (EPAC) that comply with the definition in this policy, i.e. contentious or having a potential for loss
- safety and security incidents
- incidents involving unfavourable media or community attention, including major complaints or criticism of departmental activities, programs or personnel.

Employees are to report incidents as soon as possible but at worst within 24 hours so we can properly manage and respond to the incident. Employees are required to provide reports in accordance with departmental procedures and guidelines applicable to the incident.

### Audience and applicability

This policy applies to all employees of the Department of Education and Communities and TAFE NSW and those deemed to be a worker in accordance with the *Work Health and Safety Act 2011*.

### Context

This policy does not replace other departmental reporting procedures that are required for other purposes. Only those policies listed in “Superseded Documents” are replaced by this policy and supporting procedures.

Workplace incidents are to be reported in accordance with requirements under a range of legislation, including but not restricted to:

- *Work Health and Safety Act 2011*
- *Workplace Injury Management Act 1998.*

Procedures concerning this policy are available on the Department of Education and Communities’ policy website.

### **Document history and details**

#### **Responsibilities and delegations**

The Secretary of the Department of Education and Communities and the Managing Director of TAFE NSW will ensure that systems are in place for the reporting and management of incidents at all levels of the Department in accordance with statutory and regulatory obligations.

Senior executive, directors and workplace managers are required to:

- Ensure this policy is communicated and implemented in their area of control
- Establish incident reporting arrangements for the workplace in accordance with this policy and associated procedures
- Support employees in notifying and reporting incidents
- Ensure employees are familiar with departmental memoranda, policies, procedures and information relating to incident reporting
- Monitor and evaluate the operation of this policy within their area of responsibility.

Employees and others undertaking work for the Department of Education and Communities are required to:

- Follow the Department’s policy and procedures on incident reporting
- Notify incidents to their supervisor or workplace manager, or via other mechanisms established by the Department.

The Department of Education and Communities will review this policy, supporting procedures and guidelines from time to time to take account of any changes to statutory and regulatory obligations, or as the business needs of the organisation change.

#### **Monitoring, evaluation and reporting requirements**

The Executive will monitor compliance with this policy.

Workplace managers are to report incidents consistent with the Department of Education and Communities’ policy and procedures on incident reporting.

#### **Contact**

Office of the Deputy Secretary (Corporate Services). Specific contacts are outlined in the supporting procedures.

#### **COVID -19 Updates 2022.**

- Positive RAT or PCR test results **for all staff** must be reported as soon as possible or within 1 school day to the Incident Report and Support Hotline on 1800 811 523
- Positive RAT or PCR test results from **students in SSPs and support units where students are at greater risk of serious illness and have an individual health support plan** must also be reported, by the staff member or principal, as soon as possible or within 1 school day to the Incident Report and Support Hotline on 1800 811 523
- Schools should be prepared with contact numbers of staff and associated workers should a case be positive.
- Principals/delegate should contact their Director, Educational Leadership to clarify COVID 19 decisions.