

# Injury and Incident Reporting Policy

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## Scope

This policy is an approved policy of the South Australian Little Athletics Association INC. Affiliated members of the association are required to adhere to this policy and are encouraged to adopt this at Centre level for the benefit of all members of the association.

## Introduction

The South Australian Little Athletics Association (SALAA) recognises that the health and safety of its employees, members and volunteers is paramount. If accidents or incidents do occur, they should be reported. Incidents should be investigated to ensure that the possibility of recurrence or further risk is minimised.

SALAA understands the importance of incident reporting and investigation and has developed inspection, reporting and maintenance programs to minimise the workplace accidents or dangerous occurrences.

This policy applies to all employees, association members, volunteers, contractors and visitors under the supervision of the South Australian Little Athletics Association.

## Purpose

This policy has been developed to ensure that all employees, members and volunteers (including visitors) understand the processes to be taken in the event of a dangerous occurrence or accident.

## Definition

Incident refers to any event which causes or could have caused injury or illness, (to any person.) As well as damage to equipment, vehicles, property, material, or the environment.

It also includes losses of containment, fire, an explosion, non-compliance with environmental regulatory requirements, vehicle incidents and off-site incidents.

## Policy

The South Australian Little Athletics Association commits to preventing workplace/event accidents and minimising dangerous occurrences and will endeavour to achieve a zero accident rate.

SALAA will:

Provide a mechanism for reporting work and/or event-related accidents, incidents, illness and dangerous occurrences;

Investigate accidents to determine the root cause with the objective of preventing a recurrence;

Obtain statistical information about the accident or incidents;

Meet legislative requirements for reporting accidents and incidents.

All accidents or incidents that result in an injury or illness (during the course of work, volunteering or visitation in relation to Little Athletics South Australia,) must immediately be reported to the Work Health and Safety Representative and First Aid Officer.

## Child

### Association and Centre Level:

In an event where an injury/incident or illness occurs to an athlete at centre level, the appropriate Injury/Incident Illness report must be completed with all relevant and specific detail to the event. These records must be kept with the athlete's registration forms until that athlete is 24 years of age where both registration forms and reporting forms will be disposed of appropriately.

## Volunteer/Bystander

In the event that this occurs to a volunteer or bystander at an event where SALAA has provided first aid, the appropriate report must be completed with all relevant and specific detail to the incident. These records must be kept for with the athlete's registration forms for the duration of their life even once they have been archived.

Any dangerous occurrence which has the potential to result in injury or damage to property must be reported in the same manner as an accident.

In the event of a dangerous occurrence or accident Little Athletics South Australia must ensure the relevant state authority is notified and that a full investigation is undertaken to determine the catalyst.

The most appropriate corrective action will be taken to ensure the incident does not recur.

## Authorisation

<Signature of the Chief Executive Officer> \_\_\_\_\_

<Date of approval by the Board> \_\_\_\_\_

### For Further information on this document, please contact:

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