



Incident Reporting Flowchart

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

Near miss or no injury incident

(Event with no injury or damaged 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 Synod Safety Officer by the end of the 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 Synod Safety Officer by the end of the month**

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 Synod Safety Officer by phone immediately**
- Do not disturb the incident site until advised by Synod Safety Officer UNLESS it is to:
 - protect a person's health or safety
 - help someone who is injured
 - make the area safe
- Complete incident report within 24 hours and investigate, assess and control hazards/risks
- **Send copy of incident report to Synod Safety Officer with 24 hours**
- Synod Safety Officer / Safety team to liaise with UC Insurance as required

Notifiable Incident (to regulator)

(Serious or dangerous OHS 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 Synod Safety Officer by phone and email
- Notify immediate supervisor, church and presbytery ministers
- The Synod Safety Officer will determine if a notifiable incident has occurred and notify the Regulator
- Synod Safety Officer will provide advice and support to the congregation affected in relation to the management of the incident and the site
- The Synod Safety Officer will complete the notifiable incident report to the regulator and UCA internal notification
- Synod Safety Officer will provide guidance to the Chair Person of the church council on the management of incident site and investigation requirements
- Where possible the Synod Safety Officer will guide the incident investigation and/or accompany the WorkSafe inspector
- Synod Safety Officer will monitor the status of the agreed corrective actions by the congregation and update the Synod Property Services as required
- **Send copy of incident report to Synod Safety Officer with 24 hours**
- Synod Safety Officer / Safety team to liaise with UC Insurance as required



Please call the Synod Safety Officer if you require assistance to complete the Incident Report Form

Victoria and Tasmania Synod Office Occupational Health and Safety contact details for assistance

Synod Safety Officer: 0416 319 162

Email: SynodOHS@victas.uca.org.au

Victoria and Tasmania Synod Group Insurance contact details

Insurance Services: (03) 9251 5924

Email: Insurance@victas.uca.org.au

After hours emergencies: 0499 303 494



Mission Resourcing Unit

Property Services

We extend thanks to the Uniting Church in Australia Queensland Synod for developing this template.