# Incident Reporting Flowchart

**Uniting Church in Australia**
SYNOD OF VICTORIA AND TASMANIA

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

| Near miss/no injury incident and First aid incident | Medical treatment or lost time incident | Serious or dangerous incident/ dangerous electrical event |
|---|---|---|

**Near miss/no injury incident and First aid incident**

- Provide first aid treatment as needed.
- Notify immediate supervisor, church representative and/or presbytery ministers.
- Review incident, identify hazards/risks, and implement control measures, as required.
- **Submit to SynodOHS@victas.uca.org.au by the end of the month.**

**Contact for assistance**

OH&S Line: (03) 9116 1940

Email: SynodOHS@victas.uca.org.au

**Medical treatment or lost time incident**

- Provide first aid treatment as needed.
- If required contact Ambulance Services and follow their instructions.
- Notify immediate supervisor, church representative and presbytery ministers.
- Inform the next of kin if ambulance transport is required.
- Support and remain in contact with the injured person.
- If the injured person is admitted to hospital notify the Synod immediately (03) 9116 1940.
- Do not disturb the incident until advised unless it is to:
  - Protect a person's health or safety
  - Help someone who is injured
  - Make the area safe.
- Complete incident reports and submit to Synod OHS within 24 hours of the incident.
- Investigate, assess and control hazards/risks.

**Serious or dangerous incident/ dangerous electrical event**

- Follow previous steps and notify the Synod as soon as possible (03) 9116 1940.
- Complete incident reports within 24 hours and submit to Synod OHS.
- The incident will be reviewed. If required notification to Worksafe will be made by Synod OHS within 48 hours of the incident.
- Information, support and advice will be provided by Synod OHS, who will liaise with the Worksafe inspector (and the Synod Insurance team) as needed.
- Investigate, assess and control hazards to mitigate further risks.