



Accident and Incident Reporting Policy

Policy number	P7	Version	V1
Previous Policy Number		Approved by Board on	15/07/2025
Responsible person	Governance Committee	Scheduled review date	31/07/2026

1. Introduction

National Rural Women's Coalition (NRWC) recognises that the health and safety of everyone is a priority and is committed to providing a safe working environment for directors, contractors, volunteers, employees and visitors.

It is every individual's responsibility to report all accidents and incidents, cooperate fully with investigations, follow safety procedures, and report unsafe conditions or hazards.

All incident reports and investigation details will be treated with confidentiality, respecting the privacy of individuals involved.

This policy applies to all directors, contractors, volunteers, employees and visitors under the control of National Rural Women's Coalition.

2. Purpose

This policy outlines the procedures for reporting all accidents and incidents that occur on business premises or during National Rural Women's Coalition activities, ensuring prompt response and prevention of future occurrences.

The form can be used to capture injuries and accidents, near misses, or equipment damage. The form aids NRWC in capturing detailed incident data to enhance safety protocols and prevent future occurrences.

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.

Accident: An unplanned event resulting in personal injury, property damage, or environmental harm.

Incident: Any occurrence that could potentially lead to an accident, including near misses, unsafe conditions, hazardous situations or cause harm.

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

3. Process

3.1 All accidents and incidents, regardless of severity, must be reported to the CEO. Where the CEO is reporting accidents or incidents on behalf of themselves, it should be reported to NRWC Executive.



3.2 Immediate Actions:

- Secure the incident scene if necessary
- Provide first aid to injured individuals
- Notify relevant authorities (e.g. emergency services, police) as required.

3.3 Incident Report Form:

An NRWC Accident and Incident Report Form should be completed within 48 hours of the occurrence, where possible, including details such as:

- Date, time, and location of the incident
- Description of the incident, contributing factors, supporting evidence (e.g. photos)
- Names of individuals involved
- Injuries sustained (if any)
- Witness information
- Actions taken to address the situation

This form must be sent to the CEO and a copy held for own records.

3.4 Investigation:

Once deemed safe to do so a thorough investigation should be conducted to determine the root cause of the incident. This may include:

- Interviews with involved parties and witnesses
- Review of safety procedures and documentation
- Examination of equipment and work area
- Analysis of incident reports and trends

3.5 Corrective Actions:

- Based on the investigation findings, a corrective action plan may be developed to address identified hazards and prevent recurrence.
- Corrective actions will be implemented promptly, with follow-up to ensure effectiveness.

3.6 Non-Compliance:

- Failure to report accidents or incidents, or to follow established reporting procedures, may result in disciplinary action
- Failure to disclose accidents or incidents may jeopardise the ability to make a claim.

3.7 Review and Updates

This policy will be reviewed regularly and updated as needed to reflect changes in legislation, workplace practices, and safety standards.



AUTHORISATION

Signature of Board Secretary:

A handwritten signature in black ink, appearing to read "Debra Hark", is written over a horizontal line.

Date of approval by the Board: 15th July 2025
National Rural Women's Coalition Ltd