



Little Flower Church Kedron
Parish of St Thérèse and St Anthony
In the care of the Franciscan Friars

15th April 2015

All Staff, Volunteers, Parish Members, Visitors and Contractors

ACCIDENT/INCIDENT REGISTER PROCEDURE

It is the policy of Kedron Catholic Parish that each of its parishioners, employees and visitors to the Kedron Catholic Parish Precinct (Church, Hall, Office) comply with the Parish Accident/Incident Procedure.

Persons conducting a business or an undertaking have a legal obligation to report a notifiable workplace incident. We are required by law to report incidents in the workplace where there is:

- Serious bodily harm
- Work caused illness
- Dangerous event
- Dangerous electrical event
- Serious electrical event
- Major accident under the Act. (Workplace Health and Safety - Qld Government)

What we MUST do.

In the event of an Accident/Incident/Near Miss you must report the details to the Parish Manager.

The Parish Manager is required to document details about the Accident/Incident/Near Miss in the ACCIDENT/INCIDENT REGISTER including what action was taken, or why no action was taken, in relation to the Accident/Incident/Near Miss reported.

It is a requirement that all Accident/Incident/Near Misses that occur within a monthly period are discussed at the Parish staff monthly team meeting and signed off by the Parish Priest.

ACCIDENT/INCIDENT REGISTER

The Accident/Incident Register requires the following details to be provided:

- Date
- Location
- Description of the Accident/Incident
- Type of Injury
- Action Taken
- Reason why No Action Was Taken
- Activity Supervisor
- Name of Person reporting the Accident/Incident
- Review Date

We thank you for your respect of this policy.

Stephen ofm

Fr Stephen Bliss ofm
Parish Priest

Updated 15 April 2015 - AD

Kedron Catholic Parish

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