

## Incident Reporting Policy

 This policy states the obligations of workplace managers to report incidents through appropriate channels. The policy defines what is an incident, the requirement of staff to report incidents, the types of incidents that must be reported and the timeframes for reporting.

### 1.Objectives - Policy statement

#### 1.1

The Department of Education and Training wants to support prompt reporting of incidents in accordance with statutory and regulatory obligations and corporate objectives. The Department will implement systems and procedures for incident reporting and management to do this.

#### 1.2

Quick reporting of incidents through the appropriate channels enables early intervention, effective management and support where required, and ensures that we meet legislative reporting requirements.

#### 1.3

An incident is broadly defined as an event which:

- causes disruption to an organisation; or
- creates danger or risk that could significantly affect individuals within the organisation; or
- impacts on the effective operation of workplaces; or
- attracts negative media attention or a negative public profile for the workplace or the Department of Education and Training; or
- an incident which WorkCover describes as a “serious incident” which must be reported by law.

#### 1.4

Staff must report:

- Workplace incidents
- Workplace related incidents (incidents occurring at an activity directly related to work e.g. excursions, sports events)
- Community or student incidents (occurring outside the workplace but which impact on the workplace).

#### 1.5

The types of incidents that must be reported under this policy include:

- occupational health and safety incidents, injuries to employees or students, emergencies or dangerous occurrences
- incidents reportable to the Employee Performance and Conduct

 edit

### Implementation Date

03/09/2007

### Reference No.

PD/2007/0362/V01

### Implementation documents

[Incident Reporting Procedures \(Ms Word 65.5kb\)](#)

Directorate (EPAC) that comply with the definition in this policy, i.e. contentious or having a potential for loss

- safety and security incidents
- incidents involving unfavourable media or community attention, including major complaints or criticism of Departmental activities, programs or personnel.

## 1.6

Staff are to report incidents as soon as possible but at worst within 24 hours so we can properly manage and respond to the incident. Staff are required to provide reports in accordance with Departmental procedures and guidelines applicable to the incident.

## 2. Audience and applicability

### 2.1

This policy applies to all staff of the Department of Education and Training and TAFE NSW.

## 3. Context

### 3.1

This policy does not replace other departmental reporting procedures that are required for other purposes. Only those policies listed in “Superseded Documents” are replaced by this policy and supporting procedures.

### 3.2

Workplace incidents are to be reported in accordance with requirements under a range of legislation, including but not restricted to:

- *Occupational Health and Safety Act 2000*
- *Workplace Injury Management Act 1998*

### 3.3

Procedures concerning this policy are available on the Department of Education and Training’s policy website.

### 3.4

#### Document history and details

## 4. Responsibilities and delegations

### 4.1

The Director-General of Education and Training and Managing Director of TAFE NSW will ensure that systems are in place for the reporting and management of incidents at all levels of the Department in accordance with statutory and regulatory obligations.

### 4.2

Senior executive, directors and workplace managers are required to:

- Ensure this policy is communicated and implemented in their area of control
- Establish incident reporting arrangements for the workplace in accordance with this policy and associated procedures
- Support staff in notifying and reporting incidents
- Ensure staff are familiar with departmental memoranda, policies, procedures and information relating to incident reporting.
- Monitor and evaluate the operation of this policy within their area of responsibility.

#### 4.3

Staff are required to:

- Follow the Department's policy and procedures on incident reporting
- Notify incidents to their supervisor or workplace manager, or via other mechanisms established by the Department.

#### 4.4

The Department of Education and Training will review this policy, supporting procedures and guidelines from time to time to take account of any changes to statutory and regulatory obligations, or as the business needs of the organisation change.

### 5. Monitoring, evaluation and reporting requirements

#### 5.1

The Executive will monitor compliance with this policy.

#### 5.2

Workplace managers are to report incidents consistent with DET policy and procedures on incident reporting.

### 6. Contact

Office of the Director-General, telephone 9561 8433. Specific contacts are outlined in the supporting procedures.

[Back to browse categories](#)

[View A-Z of all policies](#)