6.7 Volunteer Incident Reporting Procedure

**Procedure**

This procedure applies directly to the Work Health and Safety Policy and Procedure.

All volunteers are required to complete an accident/incident report form if they experience an accident, near miss or incident which constitutes a threat to health and safety, whether on premises or in the course of duties sanctioned by <Insert Organisation Name>, in accordance with the Anti-Discrimination and Harassment and Volunteer and Staff Work Health and Safety Policies and Procedures. All procedures related to volunteer health and safety in the workplace will be covered in induction for volunteers. These forms will be filled out at the earliest possible time immediately following the event. These forms are located in the shared drive.

All forms will be lodged immediately with the volunteer supervisor who will submit them to the <Insert Position>. If immediate action is required to remediate a dangerous situation, the supervising staff member will take such action and report to the <Insert Position> as soon as is possible.

The <Insert Position> will log all accident/incident reports on a database that allows tracking of accident/incidents for the purpose of analysis during risk assessment reviews.

The <Insert Position> will authorise any action required to mitigate the likelihood of a recurrence of the accident/incident. Where necessary volunteers will be provided with appropriate supervisory and debriefing support as per the Counselling and Discipline Policy and Procedure.

A copy of accident/incident report forms will be lodged with the volunteer’s personnel records in accordance with the Documentation and Records and Confidentiality and Privacy Policies and Procedures.

**Application**

This procedure applies to all volunteers; its application lies with the <Insert Position> and supervising staff.

**Standards**

1.1-1.4, 2.1-2.3, 3.3, 4.3, 5.1-5.5, 6.1-6.3, 8.1, 8.2

**Related Policies and Procedures**

* Commitment to Volunteer Involvement Policy
* Work Health and Safety Policy and Procedures
* Anti-Discrimination and Harassment Policy and Procedure
* Volunteer Induction and Orientation Policy and Procedure
* Documentation and Records Policy and Procedures
* Confidentiality and Privacy Policy and Procedure
* Counselling and Discipline Policy and Procedure
* <Insert Organisation Name> Work Health and Safety Policy and Procedure

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| Approved | CEO, | Signature |  |
| Review | Annual | Next Review Date |  |