

# HRP011 Critical Incident/ Accident/ Injury Policy

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<b>Policy name</b>	Critical Incident/ Accident/ Injury Policy
<b>Policy number</b>	HRP011
<b>Date approved</b>	23 February 2017
<b>Approving body</b>	The Cairnmillar Institute Council
<b>Responsible officer</b>	The Executive Director
<b>Implementation officer/s</b>	OH & S Committee
<b>Next review date</b>	February 2019
<b>Linked policies</b>	Occupational Health and Safety Policy
<b>Linked forms</b>	Incident, Injury and Hazards Form First Aid Form

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## Context

The Cairnmillar Institute (the Institute) is a private, community-based provider of psychological services. The organisation is an independent, Not-For-Profit Company and a Health Promotion Charity. Cairnmillar provides psychological treatment services, higher education psychology and counselling training, and short courses.

Our counselling and psychology students are required to attend placements in workplaces across Australia. Further, our clinicians also see clients (on site or off-site) and sometimes out of hours. At times, our students and staff may be exposed to adverse or unforeseen events. Consequently, our staff and students at times may require appropriate support and guidance at this time.

## Purpose of the policy

The Institute's Council recognises its moral and legal responsibility to provide a safe and healthy work environment for all employees, students, contractors, clients and visitors. The Council's commitment to OH&S extending to ensure the Company's activities will not place the community at risk of injury, illness or property damage."

The Institute must make every endeavour to provide a safe work environment for the health, safety and welfare of our employees, contractors, visitors and members of the public who may be affected by our work.

## Scope

All Institute employees, students, volunteers, contractors and visitors.

## Definition – Critical incident

A critical incident can be defined as any event that has a stressful impact sufficient enough to overwhelm the usually effective coping skills of an individual. Critical incidents are abrupt, powerful events that fall outside the range of ordinary human experiences.

It is important when working in the health sector that we report critical incidents, but, it is also important that you inform and speak with a trained supervisor following the incident.

### **Critical incidents are incidents where:**

- circumstances that pose a critical risk to the health, safety or well-being of one or more students or staff;
- death or life-threatening injury of a student or staff member;
- issuing a formal warning to a staff member or ceasing the employment of a staff member for breach of the staff Code of Conduct suspected to be grooming behaviour.

# Procedures

## 1. Reporting Obligations- immediate

If a critical incident occurs it must be reported to your line manager immediately.

An incident/injury/hazard form must be completed and submitted within 24 hours of the incident.

## 2. Communicating a Critical Incident

There may be several people who should be informed of the critical incident. If you cannot speak with your line manager please contact their manager. If no one appears available please contact the Executive Director.

If you are located at an outside Agency (e.g. Clinic, School) you must also let them know as soon as practicable that an incident has occurred.

Psychological First Aid, or debriefing, or referral may be required and this can be arranged for you by Cairnmillar or within your external Agency.

If your manager is not a Cairnmillar employee, that is, you are a student on placement, you also need to advise your Cairnmillar placement coordinator. In the event that you cannot contact your Cairnmillar coordinator you need to inform another member of the teaching Faculty. If they are not available you need to contact the Executive Director.

## 3. Follow-up

By following the procedures above, timely assistance can be provided. Critical Incident Debriefing (CID) will usually occur within 48 - 72 hours after the incident to provide emotional support for all parties involved.

Moreover, the incident will be reported and action(s) can be taken to prevent the incident where possible, from reoccurring and minimizing the negative impact.