

Incident Reporting for Support Workers

Provide immediate response to ensure the safety and wellbeing of the impacted person and yourself

Contact police/ambulance if required on 000

Report incident to manager/team leader

If relevant, ensure the incident scene is not disturbed and protect any evidence for further investigation

Report injuries in the Register of Injuries book present at all sites

Complete Incident, Complaint, WHS Record Form CCF-65
(find on QMS or plastic pockets on noticeboards)

Email/give completed Incident, Complaint, WHS Record Form CCF-65 to your manager/team leader