INJURY & INCIDENT REPORTING POLICY

Working together for a safer Build.

This policy forms part of the Build Training Membership Agreement and establishes how injuries, illnesses, hazards, near misses, property damage and other safety incidents are reported and managed. This policy must be read in conjunction with the Membership Agreement and any other applicable Build Training policies.

Scope

This policy applies to all Build Training activities and premises, and to members, visitors, staff and contractors.

Responsibilities

Members, visitors and contractors must immediately report incidents, injuries, illnesses, hazards and near misses to a staff member. **Staff** must respond to immediate risks, notify management and ensure required records are completed. **Management** must assess escalation and notification requirements, determine the appropriate investigation, assign corrective actions and monitor completion.

Definitions

Incident includes an injury, illness, hazard, near miss, property damage, security concern or other safety event. **Notifiable incident** has the meaning given by applicable work health and safety legislation and includes a fatality, specified serious injury or illness, or dangerous incident arising from the conduct of the business or undertaking.

1. What must be reported

- Any injury or sudden illness occurring during a Build Training activity.
- A near miss that could reasonably have caused injury or damage.
- Unsafe equipment, spills, hazards, property damage or security concerns.
- Aggressive, threatening, harassing or unlawful conduct.
- Any event involving emergency services or first aid.

2. Immediate response

- Stop the activity and prevent further exposure to danger.
- Notify a coach or staff member immediately. Staff must promptly notify management.
- Provide first aid within the responder's training and contact emergency services where there is an immediate risk, serious injury or other emergency.
- Do not move injured persons unless needed for immediate safety or first aid.
- Isolate unsafe equipment or areas where practicable.

3. Incident record

The staff member responding to the incident must ensure an incident record is completed as soon as practicable and, where possible, before the end of their shift. The record must be factual and include the date, time and location; persons involved and witnesses; activity and circumstances; apparent injury, illness or damage; treatment provided; immediate actions; equipment involved; the person completing the record; supporting photographs or documents where appropriate; notifications made; corrective actions, responsible persons and due dates; and completion and review dates.

4. Privacy and confidentiality

Incident information must be handled in accordance with the Privacy Policy. Records should be shared only with persons who need the information for safety, insurance, legal, medical or regulatory purposes.

5. Serious and notifiable incidents

Management must assess whether an incident requires notification to SafeWork SA, police, an insurer, emergency services or another authority. Build Training, as the relevant person conducting a business or undertaking, must notify SafeWork SA immediately after becoming aware of a notifiable incident arising from the conduct of the business or undertaking. Notification must be given by the fastest possible means. Fatalities and immediate or imminent life-threatening risks must be reported using SafeWork SA's 24-hour priority line. Any written notice required by SafeWork SA must be provided within the required timeframe.

6. Preservation of a notifiable incident site

Where an incident may be legally notifiable, the site and any associated plant, substance, structure or thing must, so far as is reasonably practicable, remain undisturbed until a SafeWork SA inspector arrives or an earlier time directed by an inspector. The site may be disturbed only to assist an injured person, remove a deceased person, make the area safe, support a police investigation or comply with an inspector's direction.

7. Follow-up and corrective action

Build Training will, where appropriate, investigate contributing factors, contact affected persons, inspect equipment, preserve evidence, obtain statements and implement corrective action. Management is responsible for determining the level of investigation, assigning corrective actions and responsible persons, setting due dates and confirming completion. The purpose is to reduce recurrence and meet legal, insurance and operational obligations.

8. Return to participation

Build Training may require medical clearance, modified participation or completion of a new induction before a person returns where reasonably necessary for safety. Any medical information or clearance requested must be reasonably necessary, handled confidentially and limited to information relevant to the person's capacity to participate safely.

9. No adverse treatment for reporting

A person should raise genuine safety concerns promptly. Build Training will not subject a person to adverse treatment for making a genuine report in good faith.

10. Record retention

Incident records will be retained securely in accordance with applicable legal, insurance, health and safety requirements. Records of notifiable incidents must be kept for at least five years from the date notice is given to SafeWork SA. Records may be retained for longer where an incident involves a minor, an ongoing claim, litigation, an investigation or another statutory or insurance requirement.

11. Policy changes

Build Training may reasonably update this policy for safety, legal or operational reasons. A change will not materially increase fees, reduce core membership benefits or introduce a new cancellation burden unless permitted by the Membership Agreement, required by law or accepted by the member. Where reasonably practicable, Build Training will give at least fourteen (14) days' written notice before a material change takes effect. A shorter period may apply where reasonably required for an urgent safety, legal or regulatory reason.