



Torquay Bowling Club Working Procedure - TBCWP # 8 OHS & Incident Reporting

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Approved by: TBC Board	Approved and accepted at Board meeting on 11/4/2024 - See minutes	

Step #	Task	Action
1	An incident, accident or Injury occurs to or by an employee, member or visitor.	<p>The Bar/Bistro manager will address the incident with appropriate action such as</p> <ul style="list-style-type: none"> Making the site safe First aid treatment if required Calling for further assistance from other staff, Ambulance, Police, Worksafe etc. if required.
2	Immediately after the incident when time allows. All events must be reported on the incident/accident form.	An incident/accident report is to be completed by the person involved or by the Bar/Bistro Manager and submitted to the Business Manager and Secretary to the Board ASAP.
3	Business Mangers response.	The Business Manager in consultation with the Bar/Bistro Manager will assess the actions and confirm that it was appropriate or ensure correct action is and was undertaken.
4	Secretary to the Boards response	<p>The Secretary will</p> <ul style="list-style-type: none"> Acknowledge the incident and actions with the Business Manager and Bar/Bistro Manager. The information on the report will be entered on a statistical document that tracks all incidents, actions and results and corrective actions. The Secretary will report the incidents to the board with any possible consequences and resolutions to be discussed by the board

5	The Bar/Bistro Manager, Business Manager and Secretary actions.	To discuss any corrective actions to be put in place to ensure the probability of no further similar incidents to reoccur.
6	The Boards Response.	If the Board makes any recommendations the Secretary will convey that information to the Bar/Bistro Manager and the Business Manager. This action will be included in the statistical document. Recommended actions will be recorded on the board minutes.