

Incident Investigation Guideline

Incident investigation process for canyoning and bushwalking. Make use of the following comprehensive steps and practices derived from industry standards and expert advice.

1. Immediate Response:

- Make the incident scene safe: Prevent further harm and note incident contributing factors.
- Provide first aid
- Maintain safety of other trip participants.

2. Data Collection:

- Where appropriate, gather information from the scene for context, such as photographs and videos.
- Request statements from trip participants and leaders, utilising incident forms to gather information promptly to ensure accuracy.

3. Data Analysis:

- Create a timeline of events leading up to, during, and after the incident.
- The committee to investigate, identify findings, and propose risk mitigation.
- Use structured methods for capturing details root cause analysis: What, Where, When, Who, Why.

4. Reporting:

- Collate Incident Report Forms, and risk committee to update the incident report register detailing the incident. The reports should be clear and concise to ensure it is understandable by all members.

5. Propose Corrective Actions:

- Submit reports and findings to club leadership for implementation. This may include changes in procedures, additional training, or equipment upgrades.
- Ensure that these actions are documented and their effectiveness is monitored over time to prevent recurrence.

6. Review and Continuous Improvement:

- Regularly review and update safety protocols and training programs based on lessons learned from incident investigations.
- Encourage a culture of continuous improvement where safety is a priority and feedback is actively sought and incorporated.