

Upper Blue Mountains Bushwalking Club

Incident Management Process

Background/Objective	1
Incident Reporting	1
Incident Review	2
Implementation of Recommendations	2
Recording of Incidents and Recommendations	2
Related Processes/Documents	3
Change Control	3

Background/Objective

When an incident occurs on a UBMBC activity, it needs to be reported. The incident then needs to be reviewed and potentially actions taken to help reduce the risk of similar incidents in the future.

The following outlines how incidents should be reported, reviewed, how recommendations from the review should be handled and how members be kept informed of the outcomes.

Incident Reporting

Should an incident occur during an UBMBC event, even if there is no injury but there was a significant near miss, it should be reported as soon as possible, and within 24 hours. This report, by the leader or when unable, by a nominated member of the party, is to reduce the risk of such potential incidents occurring in future. In the case of a fatality, this MUST be reported promptly to the Police, and the scene preserved, and all relevant documentation made available to them.

Fill in the incident report *UBMBC Incident Report* and submit it to the Club Secretary secretary@ubmbc.org.au

Incident Review

The incident report will go to the Club Secretary and then passed to the Risk Management Subcommittee (RMS). The RMS should call a meeting to review the incident, do a root cause analysis and from this make any recommendations on club practices as deemed appropriate. This may include changes to documentation, risk management plan, training, certifications, etc.

These recommendations should be passed back to the Club Committee for further review. The Club Committee may then either accept, modify or reject these recommendations.

The review process should be started as soon after the incident as is possible. The urgency will depend on the criticality of the incident. Where an incident involves a fatality, a serious injury or illness or dangerous incident, this process should be started immediately upon reporting (within 24 hours).

The duration of the review process will depend on the nature of the incident. Where a serious incident has occurred this may take several months as external parties such as Police and insurance may be involved.

Implementation of Recommendations

Those recommendations agreed to by the Club Committee should be passed back to the RMS for implementation. The RMS will then work with club members, trip leaders, the committee and/or subcommittees to make sure the recommendations are implemented.

Recording of Incidents and Recommendations

The incident process needs to be properly documented so that all relevant material is maintained and is accessible. Accessibility will depend on the nature and confidentiality of the information, but it is essential that adopted recommendations are made known to members.

The incident reports should be maintained online so they are accessible to the Club Committee and the RMS. Including any supporting material.

The incident should be added to the *UBMBC register of incidents*.

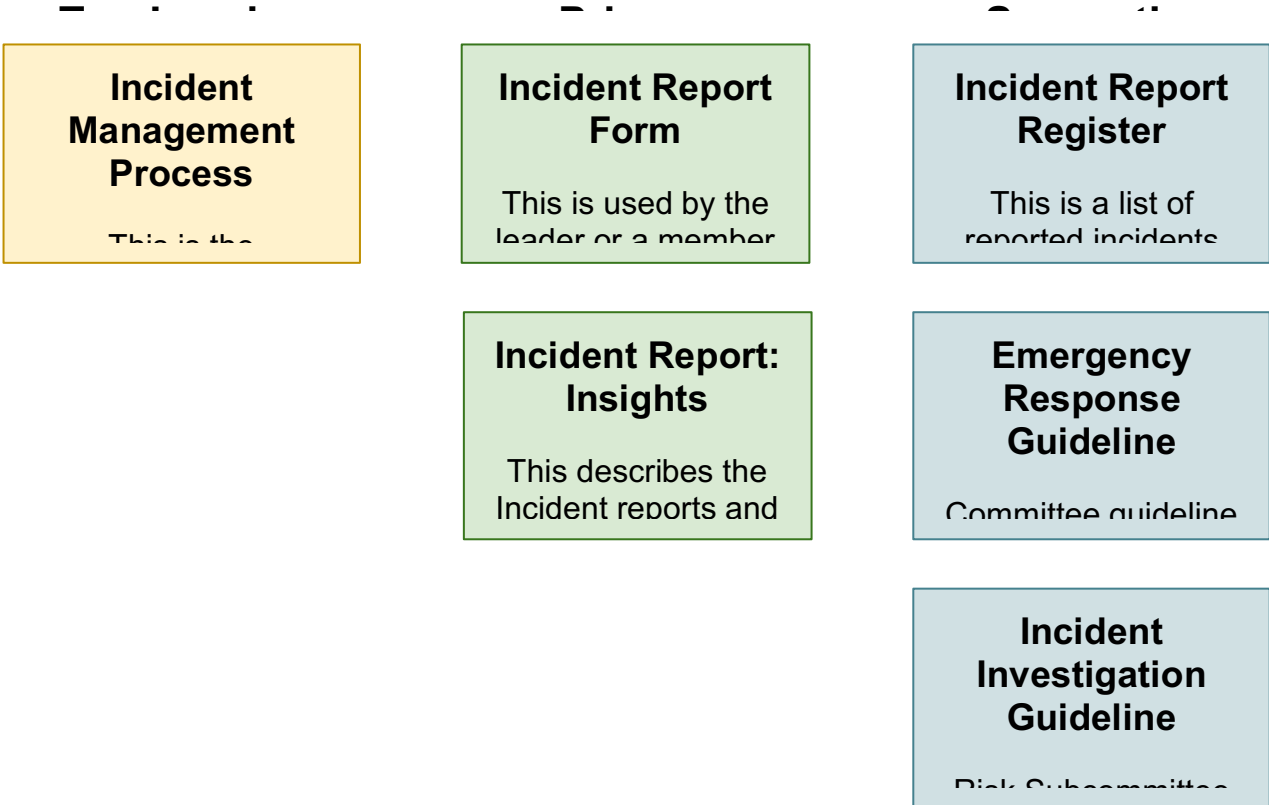
The root cause analysis and recommendations should also be documented on the same common drive and accessible to the Club Committee and the RMS. Note: All the above material will, by its nature, not be anonymous and will include personal details so it needs to be held securely and access appropriately managed.

Those recommendations that are agreed to should be published so they are available to members, and should be available to authenticated (logged in) members from the web site. They should be anonymous, describing changes to club practices, and their purpose is to notify members that changes have been made and how they may affect them.

An anonymous version of the incident register should also be available on the club web site to authenticated members. As location is often relevant to an incident it may contain locational information but should not contain any personal information.

Related Processes/Documents

There are a number of related documents associated with this process, as follows:



Review documents:

- *UBMBC Incident Report Form*
- *UBMBC Emergency Response Guideline*
- *UBMBC Incident Investigation Guideline*
- *UBMBC Incident Report Register*
- *UBMBC Incident Report: Insights*

Change Control

This may be removed from released documents

Document Changes	Revision	Who	Date
Final	1	Risk Sub-Committee	24/09/2024

Reviewer Comments	Revision	Who	Date
-------------------	----------	-----	------