Incident Reporting Policy and Procedure

HiFlex Physio

Policy

HiFlex Physio is committed to the accurate and responsible reporting of all incidents occurring on their premises or during their programs. HiFlex Physio requires all incidents to be recorded and reported to the Centre Manager. This relates to all incidents involving staff, members, casuals, public and other services. Each HiFlex Physio centre is to maintain a record of Incident Reports.

Procedure

If a member, staff member or member of the public is involved in an incident relating to a HiFlex Physio activity, the following procedure is to be followed:

- The incident is to be reported to the HiFlex Physio On-Duty staff member as soon as possible (regardless of how serious the issue is, it is the responsibility of the On-Duty staff member to determine whether further action is required).
- On-Duty staff member is to immediately inform Centre Manager of the incident if an accident has occurred where medical attention is required.
- All On-Duty staff are responsible for completion of an Incident Report form as soon as possible after managing incident for each incident.

Incident Report forms will be reviewed by the HiFlex Physio Centre Manager each Monday. A copy of the form must be provided to the injured individual and ensure appropriate action is taken.

Version Control & Document History

Date	Summary of modifications	Version
01 October 2020	Version 1 final produced	1.0
20 November 2020	Modification to wording of Incident Reporting Policy	1.1