

## 1. Purpose

- 1.1. The accident/incident procedure is designed to outline the purpose and procedure for reporting any accidents which occur during organised Multiply Movement Activities or classes. The Multiply Movement is committed to enforce all health and safety guidelines to avoid such occurrences and expects employees to comply. However, accidents are sometimes inevitable. Our provision in this case is to ensure all accidents are reported timely so they can be investigated properly and preventative measures can be reviewed and reinforced.
- 1.2. Accidents that must be reported include any incidents that may cause minor or severe injuries or incidents that are results of negligence or inadequate safety precautions. The victims may be employees or students who were injured while performing their duties or other people that were on the church premises or in vehicles.

## 2. Scope

- 2.1. This accident report procedure affects all employees, students and volunteers.

## 3. What should be reported under the Accident/Incident Procedure?

- 3.1. Accidents must be reported as soon as possible to expedite investigation and increase likelihood of important findings. The sooner the cause or details of the accident are identified, the sooner the Multiply Movement can establish preventative measures for the future.
- 3.2. The Multiply Movement encourages employees to report all accidents no matter how minor. Accidents that involve very minor injuries like small cuts, non-extensive bruises etc. and would not normally require any action on behalf of the Multiply Movement (e.g. the breaking of a drinking glass) do not have to be reported (although employees, volunteers or students could report them if they want). On the other hand, accidents that involve (or could have involved) more severe injuries and require investigation and action from the Multiply Movement must be dutifully reported. Employees are obliged to report any of the following:
  - 3.2.1. Fatalities
  - 3.2.2. Damage to the head, skull and face
  - 3.2.3. Damage to any of the senses (e.g. partial or complete loss of hearing, sight etc.)

- 3.2.4. Incapacitation or dislocation of limbs that hinder functionality and movement (including paralysis and amputation)
- 3.2.5. Damage to the skin (e.g. extensive burns, bruises or cuts)
- 3.2.6. Blows or injuries to the spine, back and ribs
- 3.2.7. Harm to the nervous system or loss of consciousness through electrocution, hypothermia etc.
- 3.2.8. Poisoning
- 3.2.9. Contamination from hazardous substances or transmission of diseases
- 3.2.10. Any other injury that requires hospitalization or medical care
- 3.3. Especially when an employee needs medical coverage, the accident must be reported immediately since insurance benefits may have to be approved after the investigation.
- 3.4. Employees are also required to report occurrences that may not have involved injuries or victims but could be potentially dangerous in that respect if repeated. These include but are not limited to:
  - 3.4.1. Explosions
  - 3.4.2. Slippery surfaces
  - 3.4.3. Water or gas leaks
  - 3.4.4. Inadequate insulation of circuits
  - 3.4.5. Collapses of walls, ceilings etc.
  - 3.4.6. Breaking of window glasses or frames

## 4. Procedure

- 4.1. When an employee witnesses or is involved in an incident they must report it to their immediate supervisor, and fill out and lodge an accident/incident report within one week. If the employee anticipates an accident due to perceived negligence or inadequate safety, they must notify their supervisors or HR department as soon as possible so the accident can be prevented.
- 4.2. Depending on the incident, official forms may have to be completed and submitted.
- 4.3. The accident and any sustained injuries must be recorded to an accident database or file.
- 4.4. The officials responsible must initiate an investigation or request an investigation from authorities if appropriate.

4.5. The employee who reported the accident has to cooperate if called in for questioning to provide details needed. As a general rule, the employee must provide information in the incident report as accurately as possible on the following:

- 4.5.1. The place of the accident
- 4.5.2. The date and time of the accident
- 4.5.3. The people involved or injured
- 4.5.4. Their position or involvement in the accident
- 4.5.5. Their actions immediately after the accident

## 5. Disciplinary Consequences

5.1. The Multiply Movement places great importance in this procedure. All employees are obliged to comply. Any employee that is discovered to have been aware of a serious accident and failed to report it will face appropriate disciplinary consequences. When employees are the cause of an accident they must report it immediately to minimise legal repercussions.

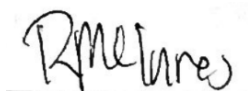
## 6. Related Documents

- 6.1. Health and Safety Policy
- 6.2. Health and Safety Procedure
- 6.3. Confidentiality Agreement

## 7. Signing

This Policy was adopted on the 30th September 2022 by the Multiply Movement Church Board.

Signed Rachel McInnes



Multiply Movement Board Director

# Accident/Incident Reporting Procedure



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Review Date 30 September 2024