

THIS IS AN EASY TO READ POLICY ON OUR INCIDENT MANAGEMENT



A **policy** is a plan for how we should do things. Policies are where rules come from.



This policy will explain;



What is an incident



DE.Me responsibility to prevent incidents,



How DE.Me will respond and record incidents when they do occur.

What is an incident:

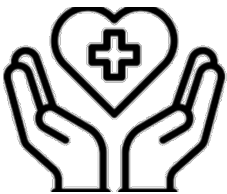


An incident is when something bad happens,



Or when someone gets hurt badly.

How Does DE.Me prevent Incident;



DE.Me works hard to prevent possible incidents for our staff, and our participants.



We do this by completing risk assessments, and ensuring our staff are trained and supported.



We also keep close documentation on near misses, to prevent future incidents from occurring,

How DE.Me will respond to an incident:



If an Incident happens, DE.Me employees must report it within 24 hours.



We will ask you to write important things that happened on an incident report.



WE have an incident response team, who will look over the incident.



They will look at ways to make sure that everyone involved is ok.



DE.Me will also look at ways to make sure that the incident doesn't occur again for the individual or anyone else part of DE.ME.



If DE.Me are required to, we will tell higher authorities, this could include the NDIS Commission or the Police.



If you are worried about your health and safety, or DE.Me practices on Infection Control please speak to a DE.Me representative so we can assist.