



## **Meet the HS-5 Incident, Accident, Near Miss Form: *formerly known as the M6 Incident Report***

### **Background**

After 12 months of trialling our online form, Scouts Australia NSW has improved and streamlined the form to provide the information that we need to gather for the State Annual Incident Report.

### **Meet the New HS - forms**

Over the coming months, there will be a new series of forms released onto the Scouts Australia NSW website after appropriate consultation has taken place. These forms are the Health and Safety forms and can be recognised by the **HS-** prefix.

As a result of the feedback from Leaders, Supporters, our Mentors from Fuji Xerox and WorkCover NSW, Scouts Australia NSW has amended the M6 form and **renamed it as the HS-5**, the first of our Scouts Australia NSW Health and Safety Forms. The form previously identified as the INCIDENT REPORT has been renamed as the INCIDENT/ACCIDENT/NEAR MISS REPORT FORM.

This was necessary as the introduction of the new legislation requires Scouts Australia NSW to report specific occurrences involving Members and Supporters in the capacity of volunteer workers, as well as employed staff, to WorkCover NSW. The new HS-5 is still developing and may be amended again in the coming months. **Members are therefore requested to always use the form on the Scouts Australia NSW website to ensure currency, rather than print multiple forms for later use.**

The details captured by the form provide the minimum amount of information that Scouts Australia NSW must report to WorkCover NSW in the event of a notifiable incident occurring. **This form works through ADOBE software and is incompatible with our system unless it is completed by using ADOBE ACROBAT or the free program ADOBEREADER . Please download this software before opening the form (LINK - <http://get.adobe.com/reader/>)**

### **Notifiable Incidents**

These specific types of incidents have a requirement to be reported as soon as possible after the incident/accident to enable WorkCover NSW to review the accident site.

As an easy rule of thumb, if a person requires treatment by a doctor for the injury or is admitted to a hospital, the incident report needs to be submitted to Scouts Australia NSW as soon as possible after the incident and preferably within 48 hours of the incident. The contact details of the person reporting the incident are very important as we may need to contact someone for further information or for an update on an injured person.

## **Child Protection Matters**

If the incident being reported relates to criminal matters or child protection matters, please do not delay in reporting the matter directly to the Chief Commissioner, the Chief Executive or the Child Protection Officer at State Office on 9735 9000.

Out of hours child protection matters can be reported direct to the Chief Executive on 0417 294 126. Once we receive a notification, the Association will make an immediate report to the relevant authorities (including NSW Police and NSW Community Services where relevant).

While you may also report the incident directly to Police, and should do so in urgent situations, you should also report the matter to the Chief Commissioner, the Chief Executive or the Child Protection Officer. The Association will then make direct contact with the relevant authority about the matter.

Reporting to the Association enables the Association to work directly with the authorities in managing the matter. It enables the Association to take immediate action under its Behavioural Management Policy, in consultation with the authorities.

## **Minor Incidents**

Members should notify all accidents to the Group Leader, regardless of the apparent severity at the time. Sometimes a minor incident may become a major problem over time. Incidents, Accidents and Near Misses should be discussed at every Group Council, District Council and Region Council Meeting.

At Group Level, this should include all the incidents from the previous month. It is important that everyone in the Group is aware to look out for frequently reoccurring minor injuries, as steps should be taken as soon as possible to remove the cause of the injuries. Band-aid injuries, such as minor bumps and scrapes, need not be reported to Scouts Australia NSW State Office, unless they are the result of a near miss incident that may have had more serious consequences. Please check with your Region Office to determine the Region decision on reporting Band-aid incidents to the Region Office.

### **Why do I need to click on the "submit" button on the form?**

The new HS-5 form is a first for Scouts Australia NSW. It is the first Scout form to have a "SUBMIT" function attached to the form which directs the information that you enter into the Scouts Australia NSW Incident Register. This permits the person completing the form to submit it direct to Scouts Australia NSW WHS as an email attachment.

The HS-5 attachment also can be copied to other email addresses. Please copy your Region Office and the Group Leader at the time of submission. Members can also attach a copy of the injured person's A1 or other relevant information to the same email if the accident occurs away on an offsite activity. A copy of the A1 will be required if the injury is serious or the injured party wants to make a Personal Accident Insurance Claim.

**PLEASE NOTE:** The HS-5 works *best* when completed in the *Internet Explorer Browser*. You might have difficulty entering the data via Google Chrome or Firefox browsers and find that you have blank

form sent and saved. We are working on improving this for Members, but suggest that we have not encountered any data corruption with Internet Explorer.

The new HS-5 form integrates direct into our State Incident Register database, which prevents copy typing errors and saves the Association both time and money by freeing up staff to work on other matters.

If accessing it from an I-phone or smart phone, open the document in Adobe to access the pull-down menus and other interactive features of the form.

### **Can I hand write the information onto the form?**

The HS-5 form is a web based form and is only effective when “submitted” as described above. If you do not have access to the internet and an email address, you can hand write the report and ask one of the other Leaders in your Group with internet access and email to submit the form online on your behalf.

### **Submit via Smart Phone or Tablet**

Subject to internet connectivity to the Scouts Australia NSW website, an email program, and the **Adobe Reader APP**, the new HS-5 is compatible with Smart phones and tablets using Android, Windows or Apple operating platforms. Members using a Smart phone can send the HS-5 direct from the site of the incident/accident if they have Adobe Reader, Mobile coverage and an email account on their mobile phone at the time.

Please Note: Leaders using Google Chrome may need to make an adjustment to the browser settings to ensure that the browser has Acrobat Reader enabled as the pdf browser.

This allows you to complete the interactive forms used by Scouts Australia NSW without the frustration of submitting a blank form.

These simple steps will solve the issue on both browsers:

1. In the browser screen type *chrome://plugins*
2. The 7<sup>th</sup> item on the list is to disable the Chrome built in .pdf viewer.
3. Click on Disable to uncheck this box. Under this box there is an “enable” Adobe Reader check box. Click on Enable and a check will appear in the box.
4. Close the browser and go back to Scouts Australia NSW to select the interactive form.

**Help us to help you by reporting all incidents, accidents and near misses.**

**There is a completed sample form attached below**



Scouts Australia NSW Level 1, Quad 3  
102 Bennelong Parkway  
Sydney Olympic Park 2127

P O Box 125  
Lidcombe NSW 1825

Ph: 02 9735 9000 Fax 02 9735 9001  
E-mail: [whs@nsw.scouts.com.au](mailto:whs@nsw.scouts.com.au)

FORM HS-5 MAR 2016

**INCIDENT/ACCIDENT/NEAR MISS  
REPORT FORM**

This form needs to be completed using **ADOBE Reader** for all types of incidents/accidents/near misses which may need to be notified to Workcover NSW and/or require compensation under our personal accident insurance policy. Before completing the form, please check that the default pdf reader on your internet browser is **ADOBE Reader**. The boxes on the form below will be outlined in **RED** if the default pdf reader is **ADOBE Reader**. A fix for users of Chrome Internet Browser is found in the "Meet the new HS-5 form" document on the Scouts NSW website. Please do not print the form and scan it or fax it. Please email the completed form as a web form and not saved in another format. Please complete every red box with a response or the form will not save and submit.

As a rule of thumb, if medical treatment, dentistry, ambulance travel or hospitalization is required, this form must be completed and emailed/lodged at the State, Region & Group Offices within 48 hours of the incident where reasonably practicable. To alert a Hazard or Dangerous Occurrence use the HS-5.1 Hazard Report Form. Child Protection Concerns, Sexual Harassment, the Death of a Person, Serious Incidents, Dangerous Incidents and Assaults must be reported immediately by phone directly to the State Office on 02-9735-9000.

**Notifiable Incidents and Preservation of the Incident Site: A "notifiable incident" is outlined in the WHS Act (2011) as being:**

- the death of a person
- a 'serious injury or illness', or
- a 'dangerous incident'
- arising out of work carried out by a business or undertaking or a workplace.

'Notifiable incidents' may relate to any person – whether an employee, contractor or member of the public. Only the most serious safety incidents are intended to be notifiable, and they trigger requirements to **preserve the incident site** pending further direction from the regulator. Only **work-related incidents** are notifiable. Most Volunteer Scouting Activities are classified as Recreational Activity and are not Work. Scouting Activities that may be considered as work are Working Bees, Adult Leader Training Courses or SIS-10 Training, Performing Arts and Activities undertaken at Activities Centres with employed staff leading the activity.

Sometimes incidents occur at a workplace (or in the vicinity of a workplace) that do not arise out of work, or the way work is carried out or the workplace itself. **These kinds of incidents that are unrelated to work or a workplace are not notifiable.** For example:

- a worker or another person suffers a heart attack while at work which is unrelated to work or the workplace
- a Youth Member or Leader is injured while on a Scouting activity and requires immediate medical treatment (this is not work)
- a person driving to work is injured in a car accident (where driving is not part of their work)
- a person with a known history of epilepsy has a seizure at work.

**INJURED PERSON'S PARTICULARS**

**Formation/Group** 1st Aberdeen Scout Group

**Region** Greater Western Sydney

**Name of person involved** Scout Young

**Position/Appointment** Venturer Scout      **Membership No** 123456

**Address** 123 Smith Street, Aberdeen

**Email Address** young\_scout@myscout.net.au

**Telephone No** 5555-5556      **Date of Birth:** 25-Apr-2001

**SECTION A - PARTICULARS OF INCIDENT** Please refer to Scouts NSW Work Health and Safety Manual for more information on incidents requiring notification to Workcover via the Scouts NSW State Office.

1. Was the person injured? Yes  2. Was this incident notified by phone? Yes   
 3. Time & Date of Incident Time 14:00 Date 01-Jan-2016

4. Where did the incident happen - Specific Location is required. Note the Name of Scout Hall, Campsite, Activity Centre and the full address, or the description of outdoor location if the incident occurred at an Event or Activity away from the Hall.

Name of Property	Address of Property
Aberdeen Scout Hall	Smith Street, Aberdeen

**SECTION B – INCIDENT/ACCIDENT/NEAR MISS**

1. Briefly describe what happened

Scout fell off verandah and tore left ring finger fingernail and may have sprained or broke finger.

Was an Ambulance called? Yes  Were Police called? Yes   
 Was person admitted to hospital? Yes  Hospital Name Aberdeen Medical Centre  
 Was Member’s medication used? Yes  Which drug/dose \_\_\_\_\_  
 Is Region Member Support requested? Yes  Date Discharged from Hospital \_\_\_\_\_

2. Body Part(s) injured – Please mark all applicable areas

- | Head & Neck                                   | Body  | Limbs/Extremities                          |
|---|---|--|
| <input checked="" type="checkbox"/> No Injury | <input checked="" type="checkbox"/> No Injury | <input type="checkbox"/> No Injury         |
| <input type="checkbox"/> Ear                  | <input type="checkbox"/> Abdomen              | <input type="checkbox"/> Arm               |
| <input type="checkbox"/> Eye                  | <input type="checkbox"/> Back                 | <input type="checkbox"/> Arm - Upper       |
| <input type="checkbox"/> Face                 | <input type="checkbox"/> Buttock/s            | <input type="checkbox"/> Shoulder          |
| <input type="checkbox"/> Head                 | <input type="checkbox"/> Chest                | <input type="checkbox"/> Elbow             |
| <input type="checkbox"/> Lip/s                | <input type="checkbox"/> Hip                  | <input type="checkbox"/> Arm - Lower       |
| <input type="checkbox"/> Mouth                | <input type="checkbox"/> Lower Back           | <input type="checkbox"/> Wrist             |
| <input type="checkbox"/> Neck                 | <input type="checkbox"/> Mid Back             | <input type="checkbox"/> Hand              |
| <input type="checkbox"/> Nose                 | <input type="checkbox"/> Pelvis               | <input checked="" type="checkbox"/> Finger |
| <input type="checkbox"/> Teeth                | <input type="checkbox"/> Rib                  | <input type="checkbox"/> Thumb             |
| <input type="checkbox"/> Throat               | <input type="checkbox"/> Upper Back           | <input type="checkbox"/> Leg               |
|   |   | <input type="checkbox"/> Leg - Upper       |
|   |   | <input type="checkbox"/> Knee              |
|   |   | <input type="checkbox"/> Leg - Lower       |
|   |   | <input type="checkbox"/> Ankle             |
|   |   | <input type="checkbox"/> Foot              |
|   |   | <input type="checkbox"/> Toe               |

3. Side of Body  Left

4. Nature of Injury      Fracture
5. Injury resulted from Slip/Trip/Fall
6. Describe any injuries to people involved in the incident

X-ray confirmed fracture of finger. Scout was the only injured person.

7. The injured person's E1 for this Activity is attached      Yes
8. Was the person participating in a major event? Yes  Jamboree
9. Was this a notifiable incident? Yes
10. If this was a notifiable incident, involving a death, serious illness or injury, or a dangerous incident as defined in the legislation, was the site of the incident preserved for investigation?      Yes

Note: If a Personal Accident Claim Form is required, please refer to <http://www.nsw.scouts.com.au/leaders/insurance-information> Accident and medical benefits are listed in the Insurance Programme Summary which is distributed annually to the Leaders-in-Charge of all Formations. Scouts Australia NSW staff are unable to lodge insurance claims on behalf of members.

To the best of my knowledge, the information submitted is true and correct. I understand that I may be contacted to provide further details if necessary.

**SIGNATURE OF PERSON COMPLETING THIS FORM** For the purposes of online submission Scouts NSW will accept your typed name as your signature.

Fred Baden-Powell

SL

NAME

APPOINTMENT

fbp@b-p.org

0411 555 554

EMAIL ADDRESS

PHONE NUMBER

This Adobe Web form can be submitted via email using the SUBMIT button below by users of Mobile Devices, Laptops or Windows PC connected to the internet with an email service. Apple users running Adobe Reader software can also use this form. Members who have difficulty submitting the form via the website can save the form and email it to [whs@nsw.scouts.com.au](mailto:whs@nsw.scouts.com.au). Before completing the form, please check that the default pdf reader on your internet browser is **ADOBE Reader**. The boxes on the form below will be outlined in **RED** if the default pdf reader is **ADOBE Reader**. A fix for users of Chrome Internet Browser is found in the Meet the new HS-5 form document on the Scouts NSW website.

**Region Office Email Addresses. Please email a copy of this completed form to your Region Office.**

<b>GWS</b>	<a href="mailto:gws.region@nsw.scouts.com.au">gws.region@nsw.scouts.com.au</a>	<b>NC</b>	<a href="mailto:nc.region@nsw.scouts.com.au">nc.region@nsw.scouts.com.au</a>	<b>SCaT</b>	<a href="mailto:sct.region@nsw.scouts.com.au">sct.region@nsw.scouts.com.au</a>
<b>HUME</b>	<a href="mailto:hum.region@nsw.scouts.com.au">hum.region@nsw.scouts.com.au</a>	<b>NW</b>	<a href="mailto:nw.region@nsw.scouts.com.au">nw.region@nsw.scouts.com.au</a>	<b>SM</b>	<a href="mailto:sm.region@nsw.scouts.com.au">sm.region@nsw.scouts.com.au</a>
<b>H &amp; C</b>	<a href="mailto:hc.region@nsw.scouts.com.au">hc.region@nsw.scouts.com.au</a>	<b>RIV</b>	<a href="mailto:riv.region@nsw.scouts.com.au">riv.region@nsw.scouts.com.au</a>	<b>SN</b>	<a href="mailto:sn.region@nsw.scouts.com.au">sn.region@nsw.scouts.com.au</a>
<b>TGW</b>	<a href="mailto:tgwenquiries@nsw.scouts.com.au">tgwenquiries@nsw.scouts.com.au</a>				

**SUBMIT**