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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 _____

Region _____

Name of person involved _____

Position/Appointment _____ **Membership No** _____

Address _____

Email Address _____

Telephone No _____ **Date of Birth:** _____

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 _____ Date _____
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

SECTION B – INCIDENT/ACCIDENT/NEAR MISS

1. Briefly describe what happened

- | | | | |
|-------------------------------------|-----------|-------------------------------|-----------|
| Was an Ambulance called? | Yes _____ | Were Police called? | Yes _____ |
| Was person admitted to hospital? | Yes _____ | Hospital Name | _____ |
| 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 |
|-------------|------|-------------------|

3. Side of Body

4. Nature of Injury
5. Injury resulted from
6. Describe any injuries to people involved in the incident

7. The injured person's E1 for this Activity is attached Yes
8. Was the person participating in a major event? Yes
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.

NAME	APPOINTMENT
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 . 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.

GWS	gws.region@nsw.scouts.com.au	NC	nc.region@nsw.scouts.com.au	SCaT	sct.region@nsw.scouts.com.au
HUME	hum.region@nsw.scouts.com.au	NW	nw.region@nsw.scouts.com.au	SM	sm.region@nsw.scouts.com.au
H & C	hc.region@nsw.scouts.com.au	RIV	riv.region@nsw.scouts.com.au	SN	sn.region@nsw.scouts.com.au
TGW	tgwenquiries@nsw.scouts.com.au				

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Download the form and open with Adobe Reader.**