
POLICY AND PROCEDURE SFMMA006: ACCIDENT AND INCIDENT REPORTING POLICY

Date of Commencement: 0/10/2016

Last Review Date: 18/03/2024

Next Review Date: 18/03/2025

1. POLICY

- Like all sports and fitness based activities, injuries, accidents and incidents will occur from time to time. This Accident and Incident Reporting Policy has been developed for dealing with such occurrences and takes into consideration the unique logistics at SASSOM FITNESS & MMA.
- If the injury is a spinal concern or life threatening **call 000**, and ask for an ambulance.
- If in doubt **call 000**, it is better to be safe and have help from professionals.

2. PROCEDURE

2.1. During Staffed Hours:

- In the event of an accident or incident at SASSOM FITNESS & MMA the staff member/s on duty will respond to the accident or incident and take control of the situation. In the case where there is more than one staff member on duty, the most senior staff person should take control of the situation, with the other staff members assisting them. In the rare situation there is a more suitable person (Doctor, Nurse, Paramedic, etc.) present, and that person wishes to take "charge" then the staff members on duty will assist. The person that takes control of the situation will become the "Treating Person". The staff member(s) on duty will make the area safe and clear from all unnecessary people.

2.2. Outside of Staffed Hours

- In the event of an accident or incident at SASSOM FITNESS & MMA outside of staffed hours. The responsibility of reporting the incident will fall on the person injured or a person assisting the injured person.
- Once a person offers assistance to an injured person that person becomes the "Treating Person". The Treating Person must ensure that first aid is delivered to the best of their ability, until the injured person is:
 - a. treated and the situation is resolved to the best of their knowledge and ability;
 - b. or is handed over to someone that can better treat the injured person.

3. INJURY REPORT FORM

3.1. SASSOM FITNESS & MMA has an Injury Report Form that is designed to be simple to complete. The Treating Person will complete Injury Report Form in the following manner:

- Please tick the appropriate box(s) and circle words where required in each section, if extra details are required a separate sheet of paper can be attached to the form.
- The form will be completed as neatly as possible.
- The form will be completed as accurately as possible.

- Once the form is completed, place it in the internal mail box marked “SASSOM MAIL” located near the front door inside the gym.
- 3.2. The form does not need to be used if the injury is considered minor with a low chance the injury will develop into something more serious, and the accident or incident that caused the minor injury is due to normal training practices.
- 3.3. The form must be filled out if the injury is considered serious or has a real potential to become serious, or if the Treating Person is not sure if the injury is a minor injury. All Mild traumatic brain injuries and spinal injuries/concerns are considered serious or have the potential to become serious. Any injury that is considered serious or having the potential to become serious the injured person should be advised to go to Hospital or see a Doctor.
- 3.4. The Injury Report Form can be completed either during the situation, or as soon as practicable after the situation is resolved. The Injury Report Form can be found in the green folder with the 1st Aid Kits.
- 3.5. Processing
- The injury report form will be processed by management in the following manner:
 - b. The form will be read to ensure it has been filled out correctly, if needed the Treating Person will be contacted, If anything is not complete on the form:
 - The Treating Person must make the changes, then date and sign the changes made.
 - b. Management may make notes on the reverse side of the form or on an attached sheet of paper, as long as the notes are dated and signed by the management making the note(s)
 - c. Management will then file the Injury Report Form for the required period of time, before be destroyed.

4. TRAINING

- 4.1. Injury and Incident training will be conducted:
- When a new staff member commences at SASSOM FITNESS & MMA.
 - On the job when assisting a more senior staff member.
 - Staff conducting classes will be required to have their First Aid qualification up to date. A copy of their First Aid certificate will be kept on file in the staff training and qualifications register.

Marcus Collings

Owner & Manager of SASSOM FITNESS & MMA