

Section 9.12

Incident Reporting Procedure

In the event of an incident involving an IQA contractor, member, visitor or member of the public attending an IQA organized event, please follow this procedure.

- If you are present when the incident occurs, provide any assistance to the person who has the incident ensuring that you are not exposing yourself to any dangers.
- Depending upon the nature of the incident, but if urgent medical treatment is required, ensure that appropriate contact is made with emergency services to arrange transportation.
- Make a note of the following items and report them to the IQA's Company Secretary within 24 hours of the incident occurring. (Rod Lester on 0408 121 788 or rgl@rlester.com.au)
 - Date and time of incident;
 - Location of incident;
 - Name and contact details of the person involved in the incident; and
 - Description of incident and activity being undertaken by the person at the time of the incident.
 - IQA event, function, training session etc details.
- Do not make any comment that the actions of any IQA's contractors, members or representatives have contributed to the incident.
- If you are not present when the incident occurs, but you are notified of the incident after it has occurred, obtain the aforementioned information and forward onto the IQA's Company Secretary as soon as possible.
- If you have any queries in relation to the gathering of information to report an incident, contact the IQA's Company Secretary.