FV-46 | Incident and Emergency Management Policy

APPROVED BY THE COMMITTEE
Reviewed November 2026

Scope

All Fishcare activities, workplaces and people affected by them.

Purpose and immediate response

Respond to emergencies, injuries, near misses, unsafe events and property/environmental incidents promptly and learn from them. Stop unsafe work, protect people, call 000 where necessary, provide first aid within competence and account for the group. Use a safe land-based reach/throw response to a water incident; do not create another casualty.

Each activity needs a site plan with exact location, emergency access, assembly point, safe routes, communications, first aid, rescue equipment where relevant, participant handover and responsible people. Brief the team and partner adults before starting. Plan for missing children, water immersion, severe weather/fire, injury, aggression and communication failure. Do not publish personal emergency or health details on a general attendance list.

Internal reporting and external duties

Notify the facilitator and EO immediately of serious incidents and promptly of all incidents/near misses. Use the incident form after urgent care and reporting, not as a prerequisite. If the EO is involved, notify the President; use an unconflicted Committee member if required. Child harm follows Child Safe Reporting and data loss must be contained, reported to the EO or an unconflicted alternative and assessed for required privacy notifications in parallel.

For a notifiable incident at a workplace under Fishcare's management or control, the responsible employer/person must notify WorkSafe immediately on 13 23 60 and provide written notification within 48 hours. Use the current legal categories, including death, specified serious injuries/illnesses and specified dangerous occurrences; near misses may also be notifiable. If unsure, call WorkSafe promptly for advice rather than wait for an internal severity rating.

Preserve the incident site until an inspector arrives or directs otherwise, subject to lawful exceptions such as helping an injured person, protecting health/safety or making the site safe. Keep the required notification record for at least five years and apply any longer insurance, safeguarding, employment or legal hold requirement. Assess Police, insurer, funder, partner, environmental and other statutory reports separately; one report does not satisfy every duty.

Investigation and support

Record facts, witnesses, immediate controls, injuries, notifications and evidence securely. Do not force photographs of injuries or disclose unnecessary medical details. Use a competent unconflicted investigator to identify causes and failed controls, coordinated with Police/regulators. Distinguish actual and potential severity; low actual harm does not mean low future risk.

Offer appropriate support and updates, including to volunteers and witnesses. Do not blame a reporter or discourage a claim. Employee injury management and volunteer insurance pathways differ and must be explained accurately.

Actions and closure

Allocate corrective actions, owners and deadlines, verify completion and assess controls before restarting. Report serious matters to the Committee promptly and provide de-identified trend reports. Keep restricted records and legal holds, review the emergency plan and practice proportionate drills or briefings. Close an incident only when necessary reports, safety actions and follow-up have been addressed.

References and review

Reviewed November 2026.

Occupational Health and Safety Act 2004 (Vic): incident notification
https://www.worksafe.vic.gov.au/notifiable-incidents-under-occupational-health-and-safety-act-2004

Victorian Child Safe Standards; Child Wellbeing and Safety Act 2005 (Vic)
https://www.vic.gov.au/child-safe-standards

OAIC: assessing and responding to notifiable data breaches
https://www.oaic.gov.au/privacy/notifiable-data-breaches/quick-reference-guide-for-responding-to-data-breaches