

AUSSIE GEMS DANCE, GYMNASTICS & CHEERLEADING— SERIOUS ACCIDENT, INJURY, ILLNESS POLICY

1. STATEMENT OF COMMITMENT

GNSW is committed to providing a safe workplace for all employees, visitors, clients and contractors. This policy provides procedures for responses to a serious accident, injury or illness in the workplace, to ensure the safety of all employees/members.

2. SCOPE

The scope of this Policy covers all GNSW Activity.

3. IMMEDIATE PROCEDURES

1. Survey the area to see if it is safe for you to assist.
2. DO NOT move a seriously injured person unless it is a life-threatening situation.
3. Call the Ambulance on 000 and give your name, location and telephone number. Give as much information as possible regarding the nature of the injury/illness: whether or not the person is conscious.
4. Notify your Manager and follow any directions given.
5. If non-disturbance injury, (relates to death or catastrophic incident e.g. significant damage to equipment regardless of injuries OR significant injuries e.g. electrocution, amputation of limb) rope off 4m radius around incident and do not remove or tamper with anything within the 4m radius until WorkCover NSW arrives. Only first aider or ambulance can move or treat patient.
6. Return to the person and keep them as calm and comfortable as possible.
7. Remain with the injured person until emergency personnel arrive.

4. ROLES AND RESPONSIBILITIES

EMPLOYER

When there is an injury at work, the employer must:

- Provide the injured worker with:
 - First aid and/or transport to medical treatment.
 - Name of the insurer.
 - Company name and employer contact details.
 - A claim form, if requested by the worker.
 - Suitable duties.
 - Any assistance that will help the worker to recover and return-to-work quickly.
 - Implement and monitor a return to work plan for the injured worker.
- Notify WorkCover immediately on **13 10 50** for serious incidents involving injury or illness.
- For incidents that are not immediately life threatening, such as exposure to specific substances, notify WorkCover NSW within seven days using the online form (<http://www.workcover.nsw.gov.au/Employers/General/IncidentNotificationForm.htm>) or phone 13 10 50.
- Notify the insurer within 48 hours.
- Provide the insurer with:
 - Date and description of injury, and details of how it happened.
 - Name, address and date of birth of the injured worker.
 - Name and address of the company.
 - Name of the treating doctor, or name of the hospital if the worker is hospitalized.
 - Name and contact details of the person making the initial notification, and their relationship to the worker or employer.
- Forward to the insurer:
 - A WorkCover medical certificate, if provided by the injured worker, within seven days.
 - Ongoing medical certificates, receipts and accounts for medical or other treatment, within seven days.

EMPLOYEE

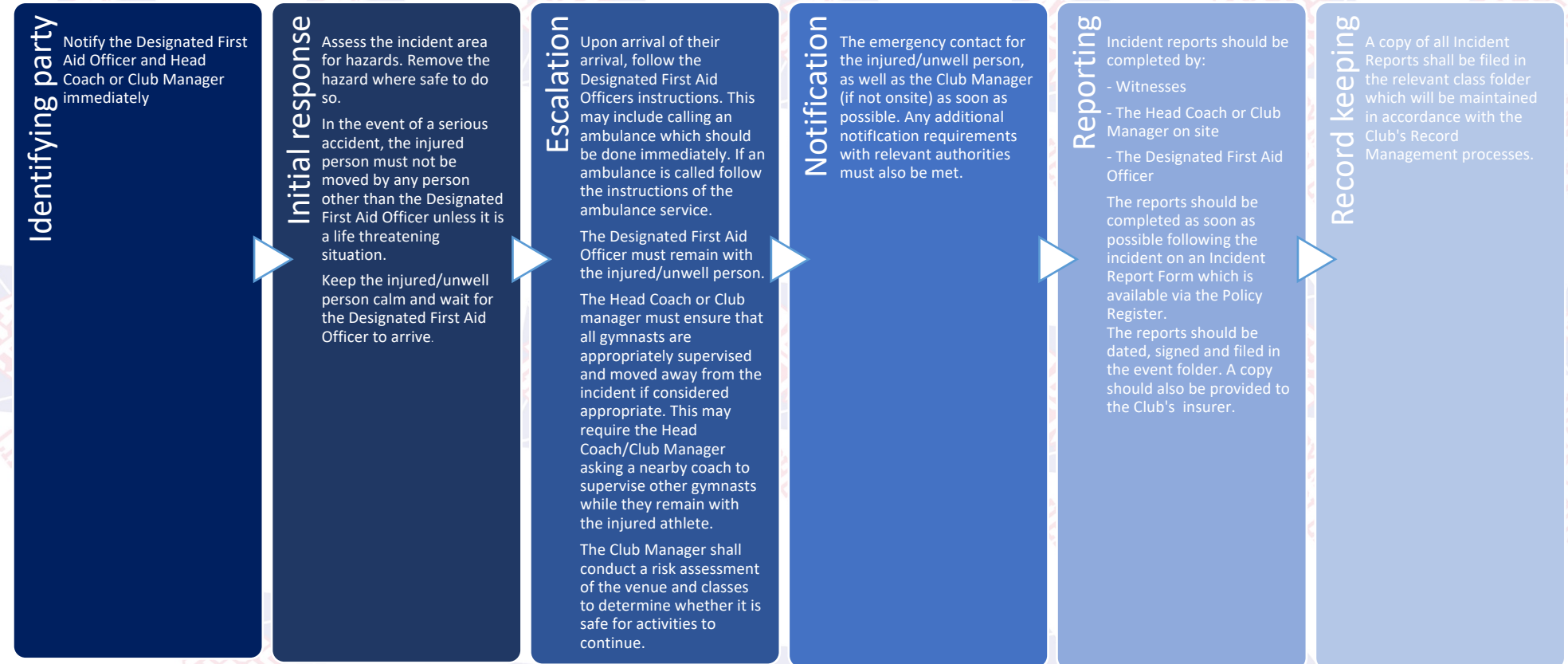
When there is an injury at work, the injured worker must:

- Seek medical attention.
- Notify the employer as soon as possible.
- Record their name, the date and cause of the injury in the employer's Register of Injuries.
- Sign the WorkCover medical certificate, if one is required.
- Participate and cooperate with the development and implementation of an injury management plan.
- Comply with requests made by the insurance company with regard to their claim.
- Make all efforts to return to work as soon as possible.



INCIDENT ESCALATION PROCEDURE

DATE OF ISSUE: May 2021
POLICY COVERAGE: All Aussie Gems Cheerleading & Gymnastics Activities/Events
DATE OF REVIEW: December each year
CONTROLLING DOCUMENT: Aussie Gems Dance, Gymnastics & Cheerleading- Emergency Management Procedure



NOTE: Unless otherwise specified, the Designated First Aid Officer will be the senior staff member present. The Designated First Aid Officer shall implement treatment in accordance with first aid training.

