

Dalmeny Narooma Bushwalkers Inc. Summary of Incident and Insurance Procedures

What to do if there is an incident (injury or accident)

If there is an incident on a club activity, the walk stops and all efforts are to be made to assist the injured person in any way possible. A head count should be taken to ensure all the group has stopped walking and is together.

Before administering first aid, ask the person's consent, understanding that if the person is unconscious, this is not an option. For serious accidents requiring professional evacuation, please refer to the Serious Accident Procedure. Where possible, the injured person's first aid kit should be used, unless more urgent first aid assistance is required. The person offering immediate assistance should check to see if the first aid kit contains any information of importance, such as details of the injured person's illnesses, allergies or current medications. If pain relief is required, only pain relief carried by the injured person is to be used but only if the person is fully conscious and gives consent.

Once the injured person's immediate first aid needs have been met and the help required to assist the injured person has been organised, speaking with the key contact of the injured person is the next priority if the injury is considered serious.

Whether or not the walk continues depends on the incident. If a more senior walk leader or committee person is on the walk, they should be consulted. For less serious incidents, it is often possible to continue. Consult with senior members and make a decision together based on the circumstances.

Incident Reports and Committee Review

Incident Report Forms are usually for accidents that result in a significant injury to a member while bushwalking or during any another club activity. An Incident Report Form is also completed for other unusual occurrences, such as damage to private property, a car accident or a concerning incident with a private property owner.

The leader of the activity usually fills in an Incident Report Form as soon as possible after the incident, preferably that day. A committee person or another senior walk leader can assist if they were also present. This form will include details of what happened and names of key witnesses. If not at the activity, the President and Walks Organiser are to be notified as soon as possible. Once completed, this incident report form is to be passed in digital and/or hard copy to the Secretary, who store incident documents for at least six months or until no longer needed.

If the incident is serious, the leader might also need to complete the Follow Up of Incident Form. This will be completed in conjunction with a committee person, usually the Walks Organiser. This form is to record relevant details in the next few days, such as what happened at the hospital or results of an X-Ray. This information may be useful for the Committee Review.

All incidents are reviewed by the committee. They decide if anything needs to be modified or changed to help prevent a similar incident in the future. A Committee Review of the Incident Form will be completed and given to the Secretary for safekeeping. Any serious decisions made by the Committee might also be discussed at the next General Meeting or by email to all walk leaders or members. How the process is handled depends on the incident.

Insurance

If any club member or temporary member (visitor) is injured on a club activity and asks to make a Personal Injury claim, they should be directed to the insurance broker appointed by Bushwalking Australia. All details on the insurance policies are on Bushwalking Australia's website. <https://www.bushwalkingaustralia.org/insurance>
Note that there are time limits on when claims can be submitted.