

INCIDENT OCCURS

If needed, provide basic **First Aid** and / or if required **call emergency services** on **'000'**

Complete a Bluebird Foundation Inc. 'Incident and Hazard Report' as soon as it is safe to do so. Doing so in a timely manner ensures details are not forgotten.

Return the **'Incident and Hazard Report'** to the **Program Manager** or a **member of the Committee of Management (CoM)** in person or via: info@bluebirdfoundationinc.org.au.

'Incident and Hazard Identification' investigation undertaken by the Program Manager or a CoM member. **Corrective recommendations made.**

Corrective actions undertaken, WorkSafe & CoM notified if required. Program Manager and CoM member to **complete final sign off** of report.

'Incident Report' component and 'Incident Hazard Identification' investigation signed off and report stored on Bluebird Foundation's Google Drive in the **'Incident Reports'** folder.