

POLICY and PROCEDURE

Title: Risk Reporting and Process **No. 11**
Area: Clinic
Date Reviewed: October 2013

Purpose:

- To ensure the prompt reporting, investigating and management of all “risks” in the clinic. This process shall ensure the safety of all staff, students and general community in the clinic for either medical or professional reasons.

Policy:

- All “risks” shall be reported immediately to the Clinic Manager and either the Clinical Supervisor or the Unit Assessor.

Procedure:

- The originator of the identified “Risk” must ensure the “Incident, Accident & Hazard Reporting” form is completed, dated, signed and forwarded to the OHS Workplace Health & Safety Officer as well as the Clinic Manager.
- The Clinic Manager must note the risk and allocate an investigation number. This investigation should commence no later than 24 hours after initial notification. This should be conducted by the Clinic Manager in conjunction with the Clinical Supervisor, Unit Assessor or Clinical Co-coordinator, at the discretion of the Clinic Manager.
- The Workplace Health & Safety Officer (WHSO) and the Clinic Manager must contact all relevant authorities and/or personnel in regards to the notification.
- A full investigation outlining what steps are to be taken must be noted on the register by the Clinic Manager.
- The findings of the investigation must be noted by the Clinic Manager and all identified risks must be followed until completion.
- This shall be recorded on the Risk Register which must be tabled at all Clinic Operation Meeting for discussion.
- [see attachment for flowchart of general risk and reporting risk](#)
- [see attached for flowchart of medical risk and reporting](#)

YOUR PERSONAL SAFETY SHALL BE THE PRIORITY AT ALL TIMES

Related Legislation:

Infection Control AS4187
OHS Act 2000
National Safety & Quality and Health Service Standards
Privacy & Personal Information Act 1998
Health Records & Information Privacy Act 2002

Reference / Consulting Body:

Clinic Operation Committee
Clinical Governance Board

Next Review Date:

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