



MaristCollege
Canberra

INFORMATION FOR SPORTING CLUB VOLUNTEERS INJURY/INCIDENT REPORTING

Recording of **injuries** and **"near misses"** is central to Marist College Canberra's obligation to take such measures as are reasonable in all the circumstances to protect students, staff, and the wider College community from risks of harm that reasonably ought to be foreseen.

In your capacity as coaches/managers it is important that we provide you with a process for reporting injuries and near misses that occur as part of the College's sporting club activities so we can respond to and analyse the incidents, mitigate risks and put corrective actions in place where required.

We are introducing a new online incident reporting platform across the College, and as part of this rollout there is new **MCC Sport Clubs Safety Incident Form**. The online form will allow you to log incidents from any web browser or smartphone. Photos or other documents can also be attached to incidents when logged.

The process for logging incidents is simple. You simply need to go to the following link, which should be saved to your desktop computer, laptop or smartphone:

https://marists.csassurance.com/contracts/new?contract_template=15&token=xzQdsNSgga2AoqhxsLYR

You can save and return to the form should you need to. Instructions to assist you with saving this link to your smart device are included further below or attached for your reference.

IMPORTANT NOTE: This online Incident Form is the access and **use of club coaches and/or managers only**. Please do not provide the link address to parents/guardians to complete the form out on behalf of their child. For an incident report to be valid for both the College and insurance purposes, they must be submitted by a designated club member.

WHAT TO REPORT ON?

The types of Incidents we need you to report on are:

Injuries - Physical harm including:

- Loss of consciousness
- Bone fracture, sprain
- Dislocation
- Cuts or punctures where blood flows freely (e.g. stitches may be required)
- Teeth loosened or knocked out
- Ambulance required to attend
- Injured person stretchered from field of play
- Student parent/guardian advised by Teacher/Coach/Manager to seek further medical assistance.

Near Misses - On occasion an incident may occur which highlights the existence of a hazard; but *does not however result in an injury* (e.g. a volunteer may slip but not be injured).

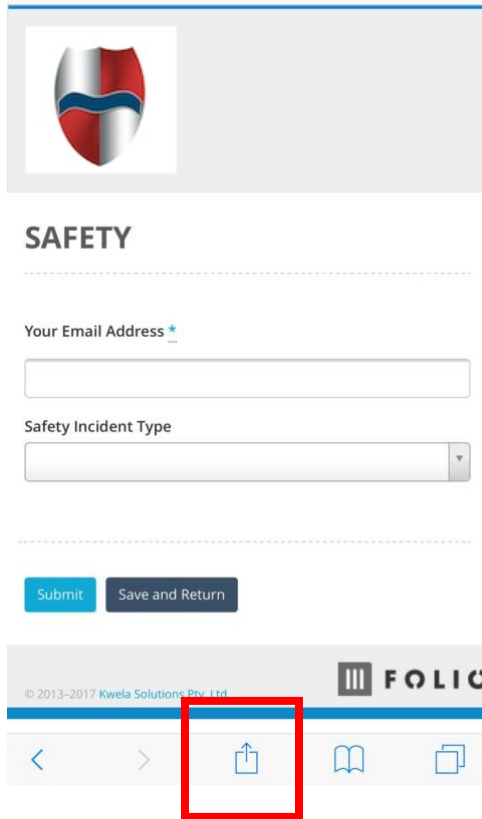
Notifiable incidents - Those causing death, serious injury or a "dangerous incident".

The College is grateful for the generous support, assistance and work of our volunteers.

Bookmarking Incident Forms to your iPhone

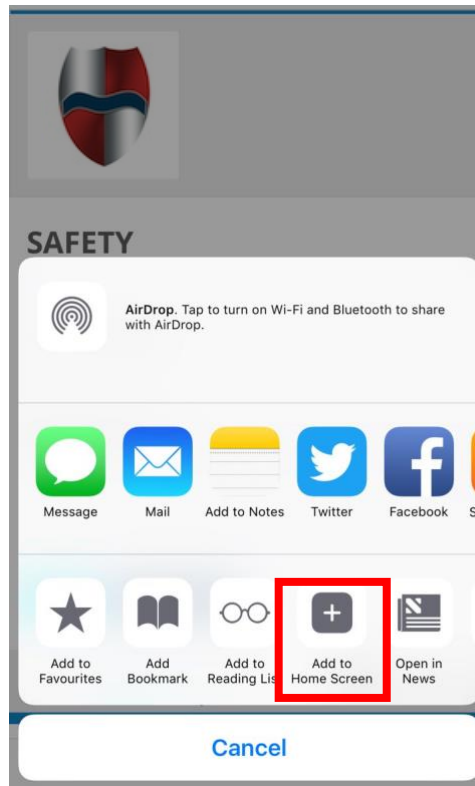
Use:

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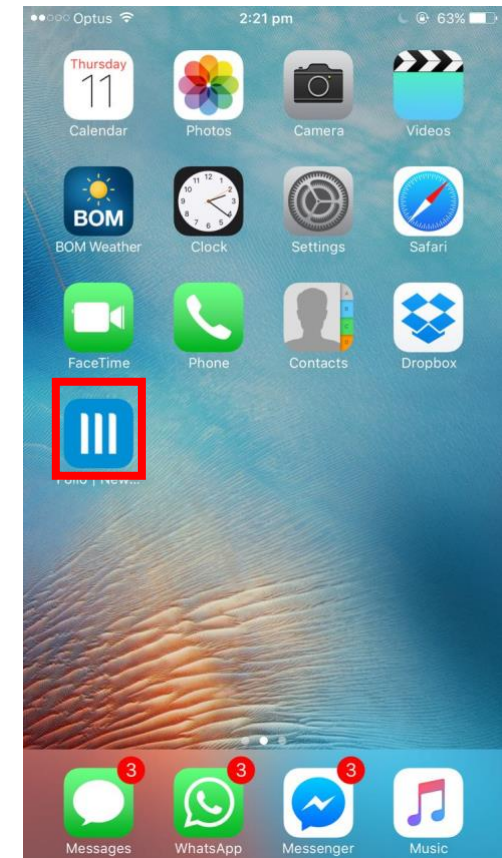
Step 1

Open the link to the incident logging form on your iPhone.



Step 2

Select the option 'Add to Home Screen'.



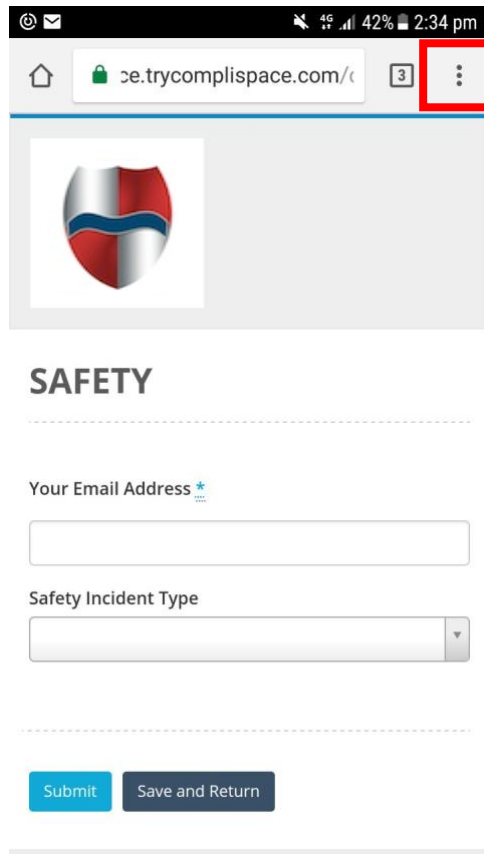
Step 3

The incident logging form will now appear as a link on your home screen.

Saving the MCC Sports Incident Form to your Android Device

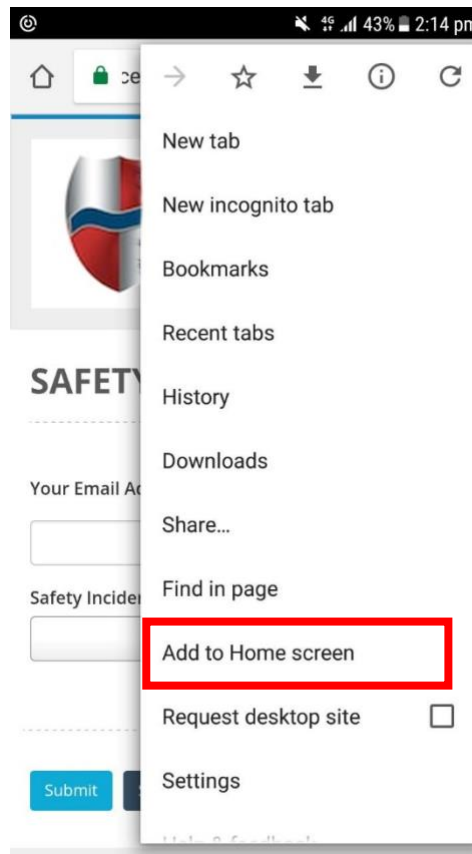
Use:

https://marists.csassurance.com/contracts/new?contract_template=15&token=xzQdsNSgqa2AoqhxsLYR



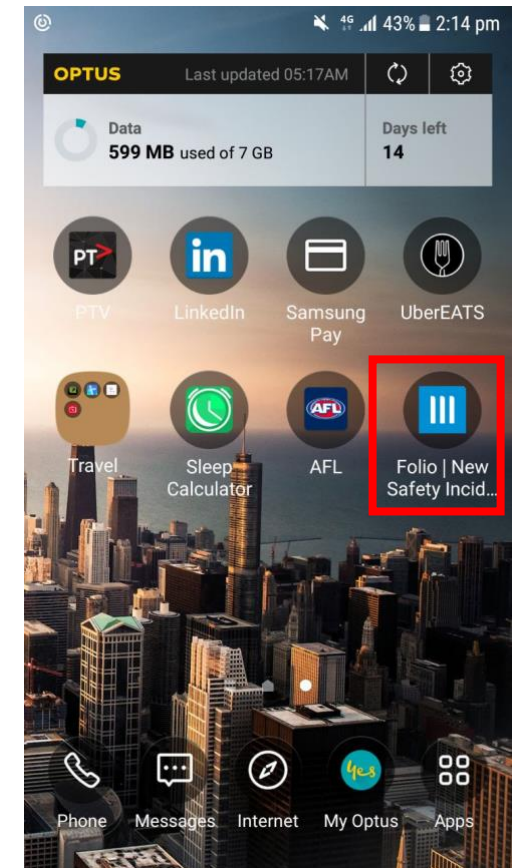
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