



Caring is our passion... Compassion is our belief...

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Errors, Hazards & Incident Reporting.

Policy Number 36

Introduction

To err is human, failure to act is indefensible. Any endeavour involving humans will at some point in time encounter a lapse. The majority do not result in tragedy. Examination of all lapses provides the opportunity to Learn from, Amend procedures, Prevent injury, Safeguard others and Eradicate reoccurrences.

Examination of lapses is a potent Quality Assurance tool.

Policy

In the event of an error, near miss or incident Members' are expected to apply the Clients internal reporting procedures using the existing management line structure, policies and procedures.

Personal notes of the occurrence must be made and retained, detailing the facts. Date and times, location, situation, sequence of events, personal involvement, those affected, witnesses, damage (both actual and potential) and recommendations will be required for completeness.

NOA Healthcare must be informed of the occurrence at the earliest practical opportunity.

Members' are advised to consult their professional representative.

Policy Origin

In House Policy.

References

*Reporting Accidents and Incidents at Work. Health and Safety Executive. 2013
Health and Safety at Work Act. 1974, 2005: RIDDOR 1995, 2012.*

Date Policy Active.

To be determined once verified by the management group.

Review Date.

12 months after verification.

Quality Assurance Reference *POL/ 36/16*