Critical Incident Management Policy

Policy number: PC61

Version: 2.2

Policy Owner: General Manager Corporate Services

Subject Expert: Principal WHS and Injury Management Consultant

Next review date: 5 July 2024

1. PURPOSE

South Metropolitan TAFE (SMTAFE) recognises that critical incidents and emergencies in the workplace can affect people both physically and psychologically. Therefore, the organisation seeks to ensure that all such incidents are dealt with effectively and promptly, and that appropriate systems and responsibilities are in place.

2. SCOPE

This policy applies to all workers and its application extends to casuals, students, contractors and visitors.

3. POLICY GOVERNANCE

- Work Health and Safety Act 2020
- Work Health and Safety Regulations 2022
- Code of Practice: Occupational Safety and Health in the Western Australian Public Sector 2007

4. KEY TERMS – Refer to [QMS Glossary](#) for definitions

- Critical incidents
- Critical Incident and Emergency Management
- Emergency

5. PRINCIPLES

5.1. SMTAFE will ensure, so far as is practicable, that:

- Adequate and appropriate measures are in place to prevent predictable or potential emergencies and possible critical incidents;
- An integrated Critical Incident Response Management Plan exists and is reviewed regularly;
- There are appropriate organisational systems, including administrative and managerial procedures, tasks and infrastructure for responding promptly and effectively to an emergency or critical incident;
- A liaison is established and maintained with community organisations that may be in a response to an emergency or critical incident; and,
- All workers, students and visitors have access to appropriate trauma

RTO Provider No. 52787 | TAFE International WA Provider No. 52395 – CRICOS Code 00020G
Policy number: PC61 | V2.2

1

Uncontrolled when printed. The current version of this document is available on QMS

debriefing, counselling and support programs.

5.2. SMTAFE will compile and maintain emergency information and who to contact in the event of an emergency, these lists can be found on the organisation's intranet site and may include;

- First Aid trained workers
- Site specific Floor Wardens
- Emergency Procedures Flip Charts
- Evacuation Maps and procedures

6. DOCUMENTS SUPPORTING THIS POLICY

6.1 Policies

PC43 Work Health and Safety Policy

PC58 First Aid Policy

6.2 Procedures

PC5201 Accident, Incident and Hazard Report Procedure

6.3 Forms

PC520101 Accident, Incident and Hazard Report Form

6.4 Other

PC6101 Critical Incident Response Management Plan (SMTAFE)
International Student Critical Incident Management Policy (DTWD)
Emergency Procedures Flip Charts (SMTAFE)

7. POLICY REVIEW AND COMMUNICATION

All staff will be notified of new policies and policy changes and the documents will be available on the QMS.

8. POLICY APPROVAL

Approved and Endorsed:

Terry Durant

Managing Director

Date: 31/07/2018

9. DOCUMENT HISTORY AND VERSION CONTROL

Version	Date Approved	Approved by	Brief Description
V1.0	31/07/2018	General Manager Corporate Services	Critical Incident Policy

RTO Provider No. 52787 | TAFE International WA Provider No. 52395 – CRICOS Code 00020G
Policy number: PC61 | V2.2

2

Uncontrolled when printed. The current version of this document is available on QMS

V2.0	16/07/2020	General Manager Corporate Services	Full policy set review with minor (grammatical) changes.
V2.1	05/07/2022	Safety Consultant	Full policy set review. Terminology changes according to new WHS Act. Directorate title change, Human Resources to People and Culture.
V2.2	25/11/2022	General Manager Organisational Services	Policy structure updated – 4 key definitions changed to key terms

RTO Provider No. 52787 | TAFE International WA Provider No. 52395 – CRICOS Code 00020G
Policy number: PC61 | V2.2

3

Uncontrolled when printed. The current version of this document is available on QMS