

## ACCIDENT AND INJURY PROCEDURE

Basketball South Australia (BSA) is committed to providing a safe workplace for staff and volunteers and safe environment for our members. Injury management procedures will ensure that risk is minimised, and appropriate treatment is sought for staff, volunteers or players in the event of an injury.

Staff, volunteers and contractors will receive site specific or occupational specific training for any specific risks identified that may be encountered during the course of their work.

All staff, coaches, team managers, and officials should be familiar with this procedure.

### Accident Reporting

#### **1. In Play Injury – Player injury in the course of a game or training**

When is an injury deemed an In Play Injury for the purpose of reporting?

- A player leaves court due to injury and is not fit enough to return to the game
- A player receives first aid treatment (including ice)

In Play Injuries should be recorded on the Injury Record Schedule unless the incident:

- caused damage to equipment
- was not deemed an accident
- was caused by an environmental factor eg. water on court
- was caused by a structural factor eg. faulty equipment

In this case, an Incident / Accident Report Form must be completed and an investigation undertaken (see Non-Play incident).

#### **2. Non-Play Incident**

Non-Play Incidents require the completion of the Incident / Accident Report Form and must include an investigation. Incidents include:

- Staff and volunteer accidents and near miss
- Customer accidents
- Hazard reports (including faulty equipment)
- In play injuries where the Injury Record Schedule cannot be used

The Incident / Accident Report Form should be completed in conjunction with the injured person (or parent/guardian) and an investigating officer. The investigating officer should be a Basketball SA staff member. All sections of the form must be completed and signed. Completed forms are to be forwarded to BSA where the investigation will be reviewed, and further action taken if deemed immediately necessary. All completed forms will be tabled at a WHS and/or Stadium Manager meeting as per the meeting agenda.

Serious Accidents and Incidents must be reported immediately to the BSA CEO. If the accident involves a staff member or volunteer who was working at the time the accident occurred, the CEO will notify SafeWork SA. Serious Accidents and Incidents include:

- Accidents resulting in the death of a person
- Accidents resulting in acute symptoms associated with exposure to a substance
- Accidents requiring treatment as a hospital in-patient immediately after the injury
- Collapse or partial collapse of a building or floor

- Explosion, fire or uncontrolled hazardous substances

### **Reacting to Injuries/Accidents**

BSA will implement a system to provide adequate first aid officers, equipment and facilities at all BSA competition stadiums.

A Designated First Aid Officer will be available at all BSA competitions and events. All Stadium Staff will be required to hold a current First Aid Certificate.

For BSA managed stadiums BSA will supply:

- First Aid Kit
- Defibrillator
- Blood kit
- Ice (for injuries)

It is the responsibility of each Club to ensure:

- System for team first aid kits
- Facilities for training venues (eg. ice)

All serious injuries are to receive medical attention. Should there be a need for transport to a treating doctor, the injured person is not permitted to drive themselves. An ambulance should be called in the following circumstances:

- Severe lacerations (uncontrollable bleeding) or severe breaks
- Suspected injury to head or spine
- Loss of consciousness
- Chest pains
- Low cognitive response, numbness or paralysis
- Asthma (where medication is not prescribed or is not working) or other difficulty breathing
- If symptoms of shock are present

### **Injured at work**

Referees and other Officials are covered by the Player Accident Insurance Policy for injury. It is the responsibility of the individual to review the level of cover to make sure it is adequate for them.

Staff members who suffer a work-related injury must complete the Basketball SA Incident / Accident Report Form and a Worker Report Form for lodgement with BSA's Return to Work provider in instances where medical treatment is required. These forms should be completed within 48 hours of the incident or as soon as practicable and be accompanied by a Workcover Medical Certificate.

If an employee is unable to attend work as a result of a work-related injury, medical review is required at the commencement and cessation of the period of absence. Employees will not be permitted to resume work without a medical clearance. Should alternate/light duties be recommended by a medical professional, BSA will work with the employee and/or Rehabilitation Provider (as appropriate) to investigate suitable duties and support the employee through recovery.

In instances where BSA is unable to support an injured worker, steps will be taken to consider rehabilitation in other areas of the community.



## FIRST AID RECORD

Stadium/Location \_\_\_\_\_

To be completed by a BSA Stadium Staff Member

To be forwarded to BSA weekly – [msterry@basketballsa.com.au](mailto:msterry@basketballsa.com.au)

Date of Injury	Name of Injured Person	Circumstance of Injury (eg. game details, training)	Detail of Injury	Details of First Aid provided (include name of first aider)	Other eg. ambulance/ recommendations



## INCIDENT / ACCIDENT REPORT FORM

*To be completed by the injured person in conjunction with an Investigating Officer*

Personal Details	
Name of Injured Person	
Contact Number	
Address	
Position	<input type="checkbox"/> Player <input type="checkbox"/> Official <input type="checkbox"/> Spectator <input type="checkbox"/> Visitor/Contractor <input type="checkbox"/> Staff
Witness Name(s)	
Witness contact number(s)	
Incident Details	
Nature of Incident	<input type="checkbox"/> Near Miss <input type="checkbox"/> Accident <input type="checkbox"/> Hazard <input type="checkbox"/> Other _____
Date and Time of Incident	/   /   :   am/pm
Location of Incident	
Game Between (if applicable)	
Description of Incident	
Who has been notified?	
Nature of Injury or Equipment Damage	
Nature of injury or damage	
Part of body affected (if applicable)	
What first aid was administered?	
Who attended to the injury?	
Describe any other action taken	



**Investigation**

Name of Investigating Officer	
What contributed to the incident?	<input type="checkbox"/> Equipment or building <input type="checkbox"/> Environmental <input type="checkbox"/> Human Provide Details (eg. fault, water on floor, lighting, fatigue, training, procedures):
Describe any immediate action taken to eliminate further risk / stabilise situation	
Describe any actions recommended to prevent a recurrence	
<b>Signature (injured person)</b>	
<b>Signature First Aid Officer</b>	
<b>Signature Investigating Officer</b>	

**Office Use**

<i>Does the incident require reporting to Safework SA?</i>	
<i>Reviewed at (meeting name):</i>	<i>Date:</i>
<i>Likelihood of recurrence</i>	
<i>Are further actions recommended? If so, what?</i>	
<i>Is further review required to assess if actions taken were adequate?</i>	