



Easy Read: Incidents and Reportable Matters



What is a reportable incident?



Under the NDIS act a reportable incident includes the death or serious injury of a person with a disability.



This also includes abuse or neglect of a person with a disability.



We need to report any illegal sexual or physical contact with a person of a disability, even if this has only been seen by the person.



If a restricted practice is used without the advice of a behaviour support practitioner this will also be reported.

When does Butterfly House report an incident?



When we hire someone, we tell them how to report an incident.



When something happens that needs to be reported we do something to limit the chance of it happening again.



All incident details are told to the directors within 24 hours and an incident report is done.



If we think there is a chance of something happening in the future we must report this.



If something happens that is harmful or makes us worried then we must report it.



All incidents are looked into as well as the health and safety of the people involved.



If the directors need to speak with the police or other emergency services, then they will do so.



If a serious injury was to happen
our directors would ask for legal
advice from our lawyers.

Types of incidents



An **accident** is an event that causes harm to people or property which we did not see coming.



A **participant incident** something that happens or may happen that may affect the support services.



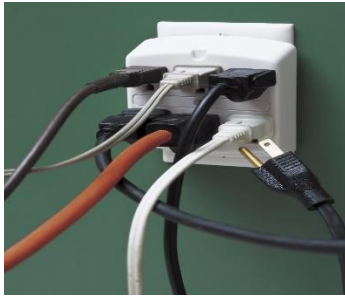
A **near miss** is any incident that did **not** result in injury or damage but had the possibility to do so.



A **hazard** is an incident or damage that has the possibility of causing **harm**.



Harm includes death injury or illness because of contact with a hazard.



Hazard identification is where we try to find possible risks before they cause harm.



All our staff are **mandatory reporters**.

This means that we legally need to report anything that puts you or a child in harm's way.



A **notifiable incident** is a serious incident that happened because of the business these are reported to the **NDIS quality and safeguards commission**.



NDIS Quality
and Safeguards
Commission

**NDIS quality and safeguards
commission** is the part of NDIS
that responds to complaints and
incidents.