

Access4u.

Incident Reporting Process



If relevant, contact Emergency Services.

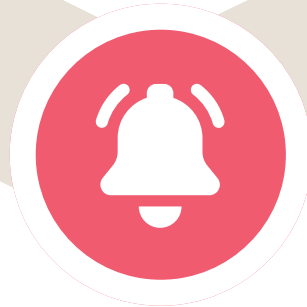


If a customer or a member of staff was injured, notify your direct manager/coordinator or the Disability Specialist Services Manager immediately.

If out of hours, please call the respective on call number.

Remember: It is the responsibility of all employees, volunteers, contractors and students to ensure that all NDIS reportable incidents are reported immediately to Access4u management. If you have any queries, call

Joe Gannon on 0451 721 066,
Louise Wheatley on 0431 426 753 or
Amber Bell on 0431 426 756.



Complete an incident report form within 24 hours and forward to your manager/coordinator, and cc incidents@access4u.org.au.

Note: Do not send a copy to anyone outside of Access4u. Management will forward to relevant parties (e.g. family, practitioners, etc.)



The Disability Specialist Services Manager or Quality and Compliance Officer will notify the NDIS Commission, if the incident was a Reportable Incident.



Access4u management will notify families, guardians and advocates.



Management will investigate and, where necessary, take remedial action.