



# FIT POLICY

## Accident/Injury Reporting

Updated March 2020

### Background

FIT collects information on accidents and injuries that occur at club events and activities to help ensure member safety and welfare. This information will also assist in managing risks (and preventing incidents) associated with FIT activities.

This process should not replace:

- ☑ consulting medical professionals
- ☑ reporting of (road/path) accidents to police
- ☑ reporting of hazards to the ACT government (i.e. Fix my Street).

Information provided is voluntary, and will be used for the purposes of managing risks and ensuring member welfare.

### Policy

You can report an injury or accident that occurred at a non-coached session for yourself or for someone else. If in doubt, report it (better to have two reports than none!).

The process for reporting an injury is:

1. As soon as possible after the event, log into the reporting tool at <https://www.surveymonkey.com/s/6QVG6DD> to let the FIT committee know what happened. You can also send a quick notification email to [enquiries@fitact.org.au](mailto:enquiries@fitact.org.au) so we know the survey has been completed (we hope it's an irregular thing).
2. Details that are collected include things like: who was involved, what session it was, immediate actions taken, follow-up actions and contact details.
3. Accident report information will be stored in the back end of SurveyMonkey (password-protected). Hard-copy and emailed forms will be retained on file by the FIT Secretary. Data from both sources may be accessed and consolidated by the Coaching coordinator or other Committee-endorsed representative for the purposes of analysis and trend tracking.

#### 4. HOW TO REPORT PATH PROBLEMS

Report an issue that you want addressed for reasons of safety/maintenance through the Fix My Street online form

Link is here:

[https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1146/~/\\_/fix-my-street](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1146/~/_/fix-my-street)