

INJURY RESPONSE PROCESS

This process should be used in the event of an injury in the context of a church program. (If the injury occurred outside of a church context, it should still be recorded if it was treated within a church context. Otherwise it is beyond the scope of this process).

The Safe Ministry Supervisor(s) should print out this Process and keep as a record of the steps and actions taken.

| STEPS | CHECKBOX |
|--|--------------------------|
| 1. Get the reporter to fill in an <u>Accident Report Form</u> and attach it to this Process Sheet. | <input type="checkbox"/> |
| 2. Together with the other Safe Ministry Supervisors, review the Accident Report and determine if any further action should be taken to reduce the risk of similar incidents. Notes (include decisions, action steps and persons appointed responsible to enact those changes): | <input type="checkbox"/> |
| 3. If the injury is serious, forward a copy of this report to the Church leadership and the Insurance Provider. | <input type="checkbox"/> |
| 4. This will end the Incident Response Process | |