



SERIOUS ACCIDENT AND/OR SIGNIFICANT DAMAGE DEBRIEFING PROCEDURES

Definitions

Accident: an unplanned and undesired event that results in injury to people, damage to property, or loss to process.

Incident: an unplanned and undesired event which, under slightly different circumstances, could have resulted in an accident.

As a Guide:

***Serious harm** is an injury that requires immediate medical attention by medical services, and may or may not involve the emergency services.

***Significant damage** is damage or loss of equipment resulting from an accident that involves costs of more than \$200.

Ground Rules

*All discussion is confidential

*Each person is responsible for his or her own comfort within the group.

*Each person is responsible for expressing their own needs (physical, emotional, or relating to group process).

*Speaking for ourselves ("I feel, I think") not others ("We feel, we think").

Identify What Happened

*Those staff involved read (or speak to) their report of the incident or accident.

*Use maps, photos, other resources to assist explanation where necessary.

Establish why this Event Happened

*What events lead up to the crisis that may have contributed to the incident or accident?

Could the Incident or Accident have been avoided?

*What systems were in place to deal with this type of activity?

*Do changes need to be made to these systems?

*Do new systems need to be developed?

Are there things to be learned from this Incident or Accident?

*What points need to be considered by guides for future planning purposes?

*How might the incident have been better managed?

*What additional resources would have improved the outcomes?

The debrief process should include all staff and management. Other representation may also be requested (such as the contracted staff, or other persons relevant to the debrief exercise).