

POLICY:-	
Policy Title:	Trauma Management Policy
File reference:	F10/618-05
Date Policy was adopted by Council initially:	26 June 2008
Resolution Number:	191/08
Other Review Dates:	18 October 2012
Resolution Number:	345/12
Current Policy adopted by Council:	16 June 2016
Resolution Number:	168/16
Next Policy Review Date:	2019

PROCEDURES/GUIDELINES:-	
Date procedure/guideline was developed:	18 October 2012
Procedure/guideline reference number:	

RESPONSIBILITY:-	
Draft Policy Developed by:	WHS Coordinator
Committee/s (if any) consulted in the development of this policy:	WHS Committee
Responsibility for implementation:	WHS Coordinator
Responsibility for review of Policy:	WHS Coordinator

Objective

To ensure employees involved in traumatic incidents during the performance of their duties receive the appropriate support.

Policy

Whilst Council acknowledges its duty of care to both its employees and the general public there are none the less serious incidents which can occur at the workplace which are traumatic to all concerned.

These incidents could include:

1. Serious injury to an employee or member of the public;
2. Employee or member of the public suffering a heart attack or similar health emergency;
3. An act of violence, e.g. robbery, disaster etc.

This policy is concerned with lessening the impact of traumatic incidents minimising the duration and severity of any event and increasing the employee's capacity to cope.

Council's primary concern is the welfare of both its employees and the public.

Characteristics of Post-Trauma Stress Reaction

Supervisors are not expected to be medical practitioners nor hold a degree in psychology. However, the severity of incidents with which this policy is concerned is such that some degree of stress reaction would be a normal expectation.

Characteristics of post-trauma stress reaction include:

- ❖ Re-experiencing the event;
- ❖ Emotional numbing and withdrawal;
- ❖ Heightened reactions;
- ❖ Disturbed sleep;
- ❖ Impaired concentration; and/or
- ❖ Irrational guilt.

Who Should Have Trauma Debriefing

All victims of trauma need to be identified. The approach should be inclusive rather than exclusive and includes all those present at the event if not directly involved.

Post Incident Action Checklist

1. Attend to the injured. It is vital that available first aid is administered to those with physical injuries either at the scene or be sufficient to permit safe transport to the hospital
2. Concurrent with emergency medical care is intervention as is feasible and can be performed safely without further injury to any person. This would include turning off equipment in continuing operation, extinguishing fires, cleaning up toxic materials in a spill, isolating a contaminated area.
3. Contact appropriate Director, who will then have responsibility for ensuring the following occurs:
 - a) If appropriate, attend to the immediate needs of the injured person's family including notification, assistance with transportation, etc.
 - b) Control access of the media to the scene and to staff and relatives of staff.
 - c) Human Resource Section to organise professional counselling for those employees involved:
 - ◇ **during office hours:** Goulburn Community Health Centre on (02) 48273913;
 - ◇ **after hours:** Accident and Emergency at either Crookwell Hospital or Goulburn Hospital;
 - ◇ Mental Health Triage on 1800677114; or
 - ◇ via Council's Employee Assistance Program (EAP).
 - d) Provide employees with accurate information about the current situation and update this over subsequent days.
 - e) Organise assistance, such as transport home, for any employee who is traumatised. Try to ensure that employees are not alone on the evening after the incident.
 - f) Get an accurate account of what has happened before employees leave. Provide briefing to those involved. This would include discussing with them whether they will be back to work the next day. In most circumstance return to work should be encouraged, particularly as direct assistance will be provided.
 - g) Act quickly to dispel rumours.

Relevant Legislation and Council Policies

The following legislation and Council policies that are relevant to this Policy include:

- Access to Information Policy;
- Anti Discrimination Act 1977;
- Child Protection Policy;
- Civil Liabilities Act 2002;

- Code of Business Practice;
- Code of Conduct for Councillors, staff and delegates of Council;
- Complaints Management Policy;
- Council's Code of Meeting Practice;
- Crimes Act 1900;
- Delegations of Authority Procedure;
- Disciplinary Policy;
- Drug & Alcohol Policy;
- Employee Assistance Program Policy;
- Employment and Retention Policy;
- Environmental Planning and Assessment Act 1979;
- Equal Employment Opportunity Act 1987;
- Equal Employment Opportunity (EEO) Management Plan;
- Fair Work Act 2009 (Cwth);
- First Aid Policy;
- Flexible Work Arrangements Policy & Procedure;
- Fraud and Corruption Prevention Policy;
- Government Information (Public Access) Act 2009;
- Grievance Policy;
- Harassment Policy;
- Higher Grade Pay Policy;
- Human Resource Training Plan;
- Human Resource Succession Plan;
- Independent Commission against Corruption Act (ICAC) 1988;
- Industrial Relations Act 1996;
- Injury Incident Management Procedures;
- Interaction between Councillors and Staff Policy;
- Internal Reporting – Protected Disclosures Policy;
- Internet and Email Policy;
- Local Government Act 1993;
- Local Government (General) Regulations 2005;
- Local Government (State) Award 2014;
- Loss of Drivers Licence Policy & Procedure;
- Manual Handling Policy;
- Mobile Phone Policy;
- NSW Long Service Leave Act;
- NSW State Records Act 1998;
- Payment of Expenses and Provision of Facilities Policy;
- Performance & Misconduct Policy;
- Privacy and Personal Information Protection Act 1998;
- Private Use of Council Motor Vehicles Policy;
- Private Works (Projects and Plant Hire) Policy;
- Protective Clothing and Equipment Policy;
- Public Access Policy;
- Public Interest Disclosures Act 1994;
- Public Interest Disclosures Policy;
- Purchasing and Acquisition of Goods Policy and Procedures;

- Recruitment and Selection Policy;
- Rehabilitation Procedure and Practice Policy;
- Secondary Employment Policy;
- Service Delivery Policy;
- Smoking in the Workplace Policy;
- Staff Training Policy;
- Standards Australia 8000 series;
- Statement of Ethical Principles;
- Sun Protection – Council Employees Policy;
- Time in Lieu of Overtime Policy;
- Trade Practices Act 1974;
- Trustees Act 1925;
- Upper Lachlan Shire Council Community Strategic Plan;
- Upper Lachlan Shire Council Resourcing Strategy documentation;
- Upper Lachlan Shire Council Delivery Program and Operational Plan;
- Volunteers Policy;
- Workforce Plan 2016-2020
- Workers Compensation Act 1987;
- Work Health & Safety Policy;
- Work Health & Safety Act & Regulations 2011;
- Workplace Relations Act 2008.

Variation

Council reserves the right to vary or revoke this policy.