Critical incident management policy

Rationale

Diocese of Toowoomba Catholic Schools (TCS) recognises that a critical incident may take place at any one of its school campuses or office locations, or off-site, at any time of the day or night.
Health and safety legislation requires all workplaces to be prepared in the event of a critical incident and all employees to be supported to ensure they have the appropriate knowledge and understandings to respond in such incidents.

This policy affirms TCS's commitment to supporting employees to be prepared for and respond to such incidents if they occur.

Values

Critical incident management is focussed on and guided by TCS's duty of care to employees, students, families and other community members, along with the stewardship of the facilities and assets of schools and the Toowoomba Catholic Schools Office.

Definition

Critical incident – any event or circumstance that impacts significantly on the normal functioning of a TCSO site or school. Such incidents may be categorised according to the degree of severity. A critical incident may be as a result of a number of incidents, issues or events that are interrelated.

Policy statement

Toowoomba Catholic Schools Office and Catholic schools are to have a current critical incident procedure that includes a decision making and response plan for critical incidents and training programs for all employees.

Consequences

- The Toowoomba Catholic Schools Office and schools are to develop, monitor and review a critical incident procedure for their worksites
- The Toowoomba Catholic Schools Office and schools are to provide training opportunities for their employees focussed on the employee's role and responsibilities should a critical incident occur.
- All employees are to participate in critical incident management training.

Most Reverend Robert McGuckin | Bishop of Toowoomba