



# Critical incident management policy

## Policy statement

Toowoomba Catholic Schools Office (TCSO) and Diocese of Toowoomba 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.

## Rationale

Diocese of Toowoomba Catholic Schools (TCS) recognises that a critical incident may take place at any one of its school campuses or office, or off-site, at any time of the day or night.

Work 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 understanding 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.

## Definition

**Critical incident:** Any event or circumstance that impacts significantly on the normal functioning of TCSO or a 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.

## Actions

- TCSO and schools are to develop, monitor and review a critical incident procedure for their worksites.
- TCSO 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 Ken Howell | Bishop of Toowoomba