

Serious corporate incident management

Requirements of the revised NSW Health Incident Management Policy

Harm Score 1	<ul style="list-style-type: none">• An unexpected death of a worker or visitor, or Complete loss of service• Requires a reportable incident brief, a safety check and a corporate Harm Score 1 review• Privilege does not apply
Reportable Incident Brief (RIB)	<ul style="list-style-type: none">• RIB author is a nominated staff member• RIB Part A has initial information and notifications It is due to the Ministry of Health within 24 hours of incident notification.• RIB Part B is informed by safety check findings. It is due to the Ministry of Health within 72 hours of incident notification.
Safety check	<ul style="list-style-type: none">• To provide advice to the Chief Executive to guide the incident response and subsequent review• Undertaken by a Chief Executive appointed safety check team• The team complete a NSW Health safety check template. It is due to the Chief Executive within 72 hours of incident notification.• For incidents involving staff death, a staff member is assigned as the primary point of contact for the family (“dedicated family contact”).
Corporate Harm Score 1 Review	<ul style="list-style-type: none">• Undertaken by a Chief Executive appointed review team• The Chief Executive chooses a review method determined by the type of incident. The review processes may be set out in a relevant NSW Health Policy, or the NSW Health Incident Management Policy.• The report includes incident findings, any underlying factors and any recommendations to prevent or reduce risk of recurrence.• A corporate Harm Score 1 review report is due to the Ministry of Health within 60 calendar days of incident notification.