

Breakneck Records Songwriters Studio

Incident Reporting Procedure

Procedure Number: IRP-001

Version: 1.0

Procedure Owner: Breakneck Records

Applies To: All Breakneck Records personnel, volunteers, contractors and participants

Effective Date: 1 July 2026

Review Date: 1 July 2027

1. Purpose

Breakneck Records is committed to maintaining a safe, healthy and supportive environment for everyone involved in Songwriters Studio.

This Incident Reporting Procedure establishes a consistent process for reporting, responding to, recording and reviewing incidents, hazards and near misses.

Prompt reporting enables Breakneck Records to:

- protect the health and safety of participants;
 - comply with legislative obligations;
 - identify hazards and emerging risks;
 - prevent similar incidents occurring in the future;
 - improve organisational practices.
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2. Scope

This procedure applies to all incidents occurring during:

- Songwriters Studio workshops
- rehearsals
- performances
- setup and pack-down
- travel organised by Breakneck Records
- volunteer activities

- contractor activities
- online learning sessions
- meetings
- any activity conducted by Breakneck Records.

It applies to:

- Directors
 - Employees
 - Facilitators
 - Guest Artists
 - Volunteers
 - Contractors
 - Technical Crew
 - Participants
 - Visitors
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3. What Must Be Reported

The following must be reported immediately.

Injuries

Including:

- cuts
 - burns
 - sprains
 - fractures
 - illness
 - allergic reactions
 - hearing injuries
 - manual handling injuries
 - medical emergencies
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Near Misses

Events that could have caused injury or damage but did not.

Examples include:

- falling speaker avoided
 - electrical fault discovered before use
 - participant almost tripping over cables
 - vehicle near collision
 - stage equipment almost collapsing
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Hazards

Examples include:

- exposed electrical wiring
 - slippery floors
 - blocked emergency exits
 - damaged equipment
 - unsafe manual handling
 - poor lighting
 - excessive heat
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Child Safety Concerns

Including:

- inappropriate behaviour
- bullying
- grooming concerns
- disclosures
- suspected abuse
- breaches of child safety policy

These incidents must also be managed under the Child Safety and Wellbeing Policy.

Behavioural Incidents

Examples include:

- aggression
- violence
- harassment
- discrimination

- intoxication
 - threats
 - property damage
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Security Incidents

Including:

- theft
 - lost property
 - unauthorised access
 - cyber incidents
 - privacy breaches
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Environmental Incidents

Examples include:

- severe weather
 - fire
 - smoke
 - flooding
 - power failure
 - hazardous material spills
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4. Immediate Response

The first priority is always the safety of people.

Where an incident occurs:

1. Stop the activity if it is unsafe.
 2. Make the area safe where practicable.
 3. Provide first aid if required.
 4. Contact emergency services (000) where necessary.
 5. Notify the Event Coordinator immediately.
 6. Preserve the scene if required by law or for investigation, provided it is safe to do so.
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5. Reporting Procedure

Step 1 – Notify

Immediately notify:

- Event Coordinator; or
- Breakneck Records Director.

Serious incidents must be reported immediately.

Step 2 – Record

Complete an Incident Report Form as soon as reasonably practicable.

The report should include:

- date;
- time;
- location;
- names of people involved;
- witnesses;
- description of the incident;
- injuries sustained;
- immediate actions taken;
- photographs where appropriate;
- recommendations.

Only factual observations should be recorded.

Step 3 – Investigate

The Event Coordinator or delegated person will:

- review the incident;
- speak with relevant persons;
- identify contributing factors;
- determine root causes;
- recommend corrective actions.

Child safety incidents will be managed in accordance with child protection procedures and must not be investigated in a manner that interferes with statutory investigations.

Step 4 – Implement Corrective Actions

Corrective actions may include:

- repairing equipment;
- changing procedures;
- additional supervision;
- staff training;
- improved signage;
- revised risk controls;
- updating policies.

Actions will be allocated to responsible persons and monitored until completed.

Step 5 – Close the Incident

The incident may be closed once:

- corrective actions have been completed;
 - records have been finalised;
 - required notifications have occurred;
 - lessons learned have been documented.
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6. Serious Incidents

Serious incidents include:

- death;
- life-threatening injury;
- serious illness;
- hospitalisation;
- structural collapse;
- fire;
- electrocution;
- serious child safety concerns.

The Event Coordinator will immediately notify the Director.

Where required by law, the relevant workplace health and safety regulator and other authorities will be notified.

The incident site should not be disturbed unless necessary to:

- assist an injured person;
 - remove immediate danger;
 - protect public safety;
 - comply with emergency service directions.
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7. Child Safety Incidents

Where an incident involves a child:

- ensure the child's immediate safety;
- follow the Responding to Child Safety Concerns Procedure;
- report concerns immediately;
- comply with mandatory reporting obligations where applicable;
- maintain strict confidentiality.

The welfare of the child is the highest priority.

8. Medical Emergencies

If a participant becomes seriously ill or injured:

1. Contact First Aid personnel.
2. Call 000 if required.
3. Notify parent or guardian where appropriate.
4. Record actions taken.
5. Complete an Incident Report.

Medical information will only be accessed where necessary to provide appropriate care.

9. Privacy and Confidentiality

Incident reports contain confidential information.

Access is restricted to authorised personnel.

Reports will be stored securely and managed in accordance with the Privacy Policy.

Information will only be shared where:

- required by law;
 - necessary for safety;
 - authorised by the individual where appropriate.
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10. Investigation Principles

Investigations will:

- be objective;
- focus on facts;
- seek to identify contributing factors;
- avoid blame;
- support continuous improvement.

The purpose is prevention, not punishment.

Disciplinary action may occur where deliberate misconduct is identified.

11. Record Keeping

Breakneck Records will maintain secure records of:

- incident reports;
- investigations;
- corrective actions;
- correspondence;
- notifications;
- follow-up actions.

Records will be retained in accordance with organisational record management practices and legal requirements.

12. Training

Personnel will receive instruction in:

- incident reporting;
- emergency response;
- first aid arrangements;
- hazard identification;
- child safety reporting;
- privacy obligations.

Training records will be maintained.

13. Responsibilities

Directors

Responsible for:

- ensuring this procedure is implemented;
 - reviewing significant incidents;
 - approving corrective actions where appropriate.
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Event Coordinator

Responsible for:

- receiving reports;
 - coordinating investigations;
 - maintaining incident records;
 - monitoring corrective actions;
 - reporting trends.
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Staff, Facilitators, Volunteers and Contractors

Responsible for:

- reporting incidents immediately;
- cooperating with investigations;

- implementing corrective actions assigned to them;
 - participating in safety improvements.
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14. Continuous Improvement

Incident information will be analysed to identify:

- recurring hazards;
- trends;
- training needs;
- equipment improvements;
- procedural improvements.

Lessons learned will be incorporated into future Songwriters Studio planning.

15. Related Documents

This Procedure should be read together with:

- Work Health and Safety Policy
 - Safe Work Procedures
 - Risk Management Policy
 - Emergency Management Plan
 - Child Safety and Wellbeing Policy
 - Responding to Child Safety Concerns Procedure
 - Privacy Policy
 - Volunteer Policy
 - Code of Conduct
 - Event Risk Register
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16. Legislative References

This Procedure is informed by:

- Work Health and Safety Act and Regulations applicable in the relevant jurisdiction
- Safe Work Australia Codes of Practice
- National Principles for Child Safe Organisations

- Privacy Act 1988 (Cth)
 - State or Territory child protection legislation applicable to the event location
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17. Review

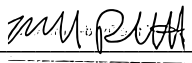
This Procedure will be reviewed:

- annually;
 - following any serious incident;
 - after legislative changes;
 - after each Songwriters Studio event;
 - whenever improvements are identified.
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Policy Approval

Approved by: Michael Pollitt

Position: Director, Breakneck Records

Signature: 

Date: 1 July 2026

Appendix A – Incident Reporting Flowchart

Incident Occurs

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Ensure immediate safety of people.

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Provide first aid and call **000** if required.

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Notify the Event Coordinator immediately.

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Complete an Incident Report Form as soon as practicable.

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Event Coordinator reviews and investigates.

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Implement corrective actions.

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Update the Risk Register and relevant policies if required.

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Close the incident and communicate lessons learned to relevant personnel.