PHYSICAL INCIDENTS INVOLVING STAFF: DATA COLLECTION

PURPOSE
This Policy Directive outlines the mandatory requirements for the collection and reporting of data on physical incidents involving staff across NSW Health.

MANDATORY REQUIREMENTS
NSW Health organisations must:

- Record each physical incident involving a staff member (either as the victim or the instigator) utilising a state-wide Excel spread sheet developed specifically for collection of this data. The spread sheet and a supporting Question and Answer sheet are available at http://internal.health.nsw.gov.au/jobs/safety/whs-security.html.
- Provide a consolidated completed Excel spread sheet to the NSW Ministry of Health’s Workplace Relations Branch at the end of each quarter by email to jsund@doh.health.nsw.gov.au.

IMPLEMENTATION

1.1 Roles and responsibilities:
The Ministry of Health’s Workplace Relations Branch is responsible for:

- Collating a state-wide physical incidents report quarterly
- Monitoring the state-wide data quarterly, and providing reports to the Deputy Secretary, People, Culture and Governance at least annually and as otherwise required
- Providing advice and support to Health organisations to ensure data integrity.

Chief Executives are required to:

- Ensure that the requirements of this Policy Directive are communicated to all relevant staff
- Ensure they review the physical incidents data recorded by their NSW Health organisation quarterly, as a minimum, and take appropriate action to address any identified risks
- Ensure the data is reported to the Board, as appropriate.

Directors of Workforce/Human Resources/Risk Management are required to:

- Identify an appropriate mechanism to ensure all relevant incidents are recorded
- Ensure that instruction, information and training are provided as necessary to support effective implementation of this Policy Directive
- Monitor compliance with this Policy Directive.
**All staff** are required to:

- Report all physical incidents to the appropriate manager.

**1.2 Definitions**

**NSW Health organisations:** Include, for the purposes of this policy directive, Local Health Districts, Specialty Networks, Ambulance Service of NSW and HealthShare.

**Physical incident:** Where a person uses physical force or a weapon / implement that makes contact with the body of another person without their consent.

**Staff member:** Persons who are employed (whether on a permanent, casual or temporary basis), contractors (including visiting practitioners and agency staff), volunteers, students, researchers, or persons undertaking or delivering training or education in NSW Health.

**1.3 Other relevant NSW Health policies**


### REVISION HISTORY

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<thead>
<tr>
<th>Version</th>
<th>Approved by</th>
<th>Amendment notes</th>
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<tbody>
<tr>
<td>January 2018</td>
<td>Deputy Secretary, People, Culture and Governance</td>
<td>Minor review and update to provide online link to Excel spread sheet, update definition of ‘physical incident’ and update roles and responsibilities.</td>
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<td>(PD2018_004)</td>
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<td>July 2012</td>
<td>Deputy Director-General, Governance, Workforce and Corporate</td>
<td>New policy.</td>
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<td>(PD2012_043)</td>
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