

INCIDENT REPORTING & MANAGEMENT POLICY

Practice: Amrita Sinha Occupational Therapy Pty Ltd

Version: 1.0

Review Date: February 16, 2026

Approved By: Practice Director

Purpose

To ensure timely identification, documentation, and management of incidents.

Definition of Incident

Includes:

- Client injury
- Aggression
- Privacy breach
- Boundary violation
- Near miss

Procedure

1. Ensure immediate safety
2. Document within 24 hours
3. Notify Practice Director
4. Notify NDIS Commission if reportable (where applicable)
5. Develop corrective action plan