

419 Participant Incident Reporting Policy

Section	Initiated	Last Update	Last Review	Related Procedure/Form	Page
Program	November 2022		September 2025	See Appendix	1 of 1

Purpose:

To establish guidelines for incident reporting at ProAct to keep participants safe and analyze the data to prevent more incidents.

Scope:

All ProAct employees and participants

Policy:

To protect the safety and well-being of ProAct participants, every effort will be made to prevent incidents. However, should incidents occur, staff members will act immediately to ensure the safety of all participants. Incidents will be documented, reported, investigated, and reviewed in a timely manner utilizing a prescribed format and procedure. Whenever possible, remedial action will be taken regarding incidents that occur. Annually, a written analysis will address the causes, trends, actions to be taken, results of performance improvement plans, staff training, prevention efforts, and reporting requirements. For minor incidents that don't require an incident form, staff will document an overview of the incident, the date and time, who was contacted and will write a case note. All staff members will be trained on this policy and the safe and appropriate response and reporting of incidents. A list of emergency phone numbers as well as emergency contact information for participants will be readily accessible to staff members.