

# MODEL AERONAUTICAL ASSOCIATION OF AUSTRALIA



## ACCIDENT / INCIDENTS REPORTING AND ACTIONS PROCEDURE

MOP001

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This Policy and/or Procedure forms part of the M.A.A.A. Manual of Procedures. This entire document is for the use of all classes of members of the M.A.A.A. in the conduct of activities associated with the M.A.A.A. and is not be used for any other purpose, in whole or in part, without the written approval of the M.A.A.A. Executive.

## **ACCIDENT/INCIDENT REPORTING AND ACTIONS PROCEDURE**

### **1. PURPOSE**

This procedure is to ensure that all accidents and incidents that have the potential to result in an insurance claim are reported and recorded and processed in the correct manner. It is also to ensure that accidents are closed out so as to minimize the reoccurrence of similar accidents.

### **2. DEFINITIONS**

- M.A.A.A. .... Model Aeronautical Association of Australia Inc.
- Close Out ..... Implement actions, after investigation, designed to prevent reoccurrence.

### **3. INTRODUCTION**

In today's society we all have a duty of care to others and that involves trying to reduce accidents. This ensures that not only are we seen to be taking a responsible attitude it also makes sure that we minimise the risk of similar accident in the future with all that the implies from a personal and insurance view point. The easiest way not to get involved with the process is to be very safe and not be involved or cause and accident/incident.

### **4. POLICY**

- 4.1 The M.A.A.A. endeavours to provide a safe environment for our members to pursue the sport of model aviation.
- 4.1 The M.A.A.A. Insurance Broker requires all accidents and incidents that have the potential to result in an insurance claim to be reported and the details recorded on the appropriate forms. A minor cut or bump etc resulting from a person being struck by an aircraft may not be considered/look serious at the time but medical complications could develop latter.
- 4.2 The M.A.A.A. requires that the Club where the accident occurs "closes out" the accident to reduce the possibility of the accident reoccurring.

### **5. PROCEDURE IN THE CASE OF AN ACCIDENT/INCIDENT**

#### **5.1 Collection of Details**

- 5.1.1 As soon as possible after any accident/incident the Club should initiate an investigation of the accident/incident to enable details to be recorded and entered on the M.A.A.A. forms.
- 5.1.2 Details of an accident or incident are to be recorded on the "M.A.A.A. Incident Investigation" Form and the "M.A.A.A. Incident Report" Form. The forms are available from the M.A.A.A. Secretary or the State Association Secretary. The forms are available in hard or electronic copy.
- 5.1.3 In the case of an accident occurring naturally the first priority is the injured. After they have been taken care of details of the accident must be recorded

and witness statements taken. Naturally common sense should be exercised. The more serious the accident then the more detail that should be collected.

- 5.1.4 If the accident is extremely serious then it is advisable that the police are called.
- 5.1.5 At the time of the accidents it is most unlikely that the M.A.A.A. forms will be available. Therefore, the details should be recorded at the time and then later transferred to the appropriate forms.
- 5.1.6 Names and addresses of witnesses should be noted and asked to provide statements if thought appropriate.
- 5.1.7 The Club Secretary should be immediately advised of the accident and should then coordinate the necessary actions and reporting. If the Club Secretary is unavailable then a member of the Club Executive should take over the Secretary's role.
- 5.1.8 The Club Secretary should contact the Federal Secretary and advised of the accident/incident and asked to send the necessary forms. The State Association and Club Executive should also be informed immediately.
- 5.1.9 The M.A.A.A. forms that must be completed and sent together with supporting statements, photos, plans, maps and other documentation considered necessary. Too much information is better than not enough.
- 5.1.10 If there is a delay in obtaining some of the documentation it is essential that the forms are sent to the M.A.A.A. Secretary as soon as possible.
- 5.1.11 After completing the forms, they, together with witness statements and details of the accident/incident should be sent immediately to the M.A.A.A. Secretary. A copy should also be sent to the State Association Secretary for their information.
- 5.1.12 Upon receipt of the accident report and forms the M.A.A.A. Secretary shall forward the "Incident Report" form and a copy of the reports to the insurance broker. This formally advises the insurance company of an incident/accident and the potential of a claim. The M.A.A.A. Incident Investigation Form and reports are retained by the M.A.A.A. for accident investigation and safety improvement.

## **5.2 Close Out of Accident/Incident**

- 5.2.1 As soon as possible after the accident/incident the Club should thoroughly investigate the accident/incident and identify ways to minimise the possibility of it occurring again. Depending on the type of accident/incident, examples of corrective actions could be, move the car park, have different car park locations for different wind directions, implement better training, run safety training courses, actively promote mechanical aircraft restrainers, promotion of safety checks for aircraft etc.
- 5.2.2 The Club should prepare a report setting out the finding of the investigations and identifying the corrective actions that the Club has/will implement to minimise the possibility of the accident/incident reoccurring.
- 5.2.3 The report should be sent to the M.A.A.A. Secretary requesting that the actions identified in the report "Close Out" the accident/incident.

- 5.2.4 The M.A.A.A. Secretary shall list the Club's request for the matter to be "closed out" on the agenda of the next M.A.A.A. Executive meeting
- 5.2.5 The M.A.A.A. Executive at their meeting will then consider the report and corrective actions and if they agree, shall advise the club and the State Association that the accident/incident has been "closed out" to their satisfaction.
- 5.2.6 If the Executive agrees with the Club's action the M.A.A.A. shall advise the Club and send a copy of the correspondence to the State Association for their information. The matter is then considered to be "closed out".
- 5.2.7 If the State Association, or the M.A.A.A., considers that the corrective action is applicable to all clubs they shall publicise the details to give as wide a coverage as possible.
- 5.2.8 If the M.A.A.A. Executive does not agree with the corrective action or consider that more could be done the M.A.A.A. shall advise the Club and a copy sent to the State Association.
- 5.2.9 The Club should then re consider the matter in the light of the Executive's comments and prepare a further report which shall be sent to the M.A.A.A. Secretary. This should process shall continue until the matter has been closed out" to the M.A.A.A. Executive's satisfaction.

## **6. RESPONSIBILITY**

- 6.1 The Club Secretary and/or Safety Officer is responsible to coordinate the collection of reports and details of the accident.
- 6.2 The Club Secretary is responsible to obtain the necessary forms and ensure that they are complete.
- 6.3 The Club Secretary is responsible to send the completed forms and other documentation to the M.A.A.A. Secretary as soon as possible after the accident/incident.
- 6.4 The Club Secretary is responsible to send a copy of the forms and documentation to the State association Secretary.
- 6.5 The Club Secretary and/or Safety Officer is responsible to investigate the accident/incident with the view to eliminating it recurrence.
- 6.5 The Club Secretary and/or Safety Officer is responsible to preparing a report detailing the agreed "close out" action and sending it to the M.A.A.A. Secretary.
- 6.6 The M.A.A.A. Secretary is responsible to send the appropriate information to the M.A.A.A. Insurance Broker.
- 6.6 The M.A.A.A. Secretary is responsible to record details of the accident/incident on a database and place details of it on the M.A.A.A. Executive agenda
- 6.7 The M.A.A.A. Executive is responsible to consider the "close out" actions and decide if the it is suitable.

- 6.8 The M.A.A.A. Secretary is responsible to inform the Club of the Executive's decision with respect to the "close out" of the accident/incident.
- 6.9 The M.A.A.A. Secretary is responsible to inform the State Secretary when the accident/incident is considered "closed/out".
- 6.10 The State Secretary is responsible, when asked by the M.A.A.A. Secretary, to chase up Clubs that fail to complete the "close out" process.
- 6.11 The M.A.A.A. and/or State Secretary is responsible to publicise any corrective action that is thought to be of benefit to the general membership.

## **7. FORMS**

- 7.1 Incident Report Form – MAAA010 – See Appendix "A"
- 7.2 M.A.A.A. Incident Investigation Form – MAAA011 – See Appendix "B"



**MODEL AERONAUTICAL ASSOCIATION OF AUSTRALIA**

**INCIDENT REPORT FORM**

The issue of this form is not an admission of liability and is issued without prejudice

PLEASE COMPLETE IN CAPITAL LETTERS THROUGHOUT

CLUB'S NAME .....

ADDRESS .....

.....POST CODE ..... PHONE NO .....

NAME OF MEMBER INVOLVED ..... PHONE NO .....

MEMBER'S ADDRESS .....

.....POST CODE ..... MEMBERSHIP NO. AUS .....

1. PARTICULARS OF INCIDENT Date ..... Time ..... AM/PM

2. Where did the incident happen? .....

3. State clearly how the incident happened .....

.....

.....

.....

4. Have you received any intimation that a Claim will be made upon you? .....

5. a) Was the incident reported to Police? .....

b) Name of Officer ..... Police Station notified .....

6. WITNESSES:

Name ..... Name .....

Address ..... Address .....

.....

7. IF DAMAGE CAUSED TO PROPERTY

a) Owner's Name .....

Address .....

b) Description of property damaged .....

c) Nature of damage ..... Estimated Cost \$ .....

8. INJURY TO PERSONS:

a) Name ..... Age ..... Nature of Injury .....

.....

Address .....

**ALL COMMUNICATIONS RECEIVED FROM PARTIES IN THIS OCCURRENCE OR THEIR REPRESENTATIVES SHOULD BE IMMEDIATELY FORWARDED TO THE COMPANY UNANSWERED. DO NOT ADMIT LIABILITY NOR REVEAL TO THE THIRD PARTY THAT YOU ARE INSURED.**

I hereby declare and warrant that the foregoing particulars are true.

DATE ..... CLUB SECRETARY SIGNATURE .....

Please report on the back of this form if space is insufficient.

<b>MAAA INCIDENT INVESTIGATION FORM</b>			
To be completed with all INCIDENT REPORTS and at other times as required by M.A.A.A.			
<b>Date of incident:</b> / /	<b>Time:</b> am/pm	<b>Place of incident:</b>	
<b>Sketch Map:</b> Please including distances and show North, wind direction, flight line, pit area, car park, buildings, public and private roads, impact points, direction of movements, relative positions of operating transmitters other than those on the flight line and in the pits and all other relevant information.			
If space is insufficient use back of form.			
<b>Details of Model:</b> Wingspan:                      cm. Weight:                      kg. Engine capacity/thrust: (Circle relevant) Type: Free Flight / Control Line / Radio Control    Built from: ARF / Kit / Plan / Design Type of Model: Glider / Rubber / Electric / Internal Combustion (methanol/petrol) / Ducted Fan / Gas Turbine Material: Balsa / Plywood / Fibre-glass / Polycarbonate (or similar) / Carbon Fibre / Tissue Dope / Plastic Film / Foam Plastic / Epoxy & Glass			
<b>Weather conditions:</b> Wind strength:                      Sun:                      Cloud:                      Visibility:                      Wet/Dry:			
<b>Brief description of incident:</b>			
If space is insufficient use back of form.			
<b>Radio frequencies in use:</b> (circle those in models involved in incident or otherwise relevant)			
<b>Primary cause: (circle one only)</b>		<b>Secondary causes: (circle all relevant)</b>	
Pilot error Pilot skill Inadequate rules Not following rules Field layout	Weather Radio problems Mechanical failure Other (specify):	Pilot error Pilot skill Inadequate rules Not following rules Field layout	Weather Radio problems Mechanical failure Other (specify):
<b>Recommended corrective action to prevent re-occurrence: (include What, Who, and When)</b>			
<b>SIGNED:</b>		<b>Print Name:</b>	
<b>Date:</b> / / <b>Position: Club Safety Officer/Contest Director/Other (specify)</b>			
This Form is for information purposes only. The conclusions set out in the Form are as a result of a preliminary investigation by the signatory and do not constitute in any way an admission or acceptance of any liability by or on behalf of the MAAA, its Members, or Affiliate Members.			