

THE SIRS REPORTING PROCESS

- Has the **reportable incident** caused, or is reasonably expected to have caused, physical or psychological injury or discomfort to the consumer, that requires medical or psychological treatment to resolve?
- Are there reasonable grounds to report the incident to the **police**?
- Is the incident an **unexpected death** or **unexplained absence from care**?

If the answer to **ANY** of these questions is **YES**, or if you are uncertain as to the impact of the incident

PRIORITY 1
Reportable Incidents

From April 1st 2021

Notify the **Commission** and the **police** (where necessary) within **24 hours** of becoming aware of the incident.

If additional information is requested by the **Commission**, a second notice must be provided within **5 business days**.

Final Report (if required)

If an internal or external investigation of an incident is requested by the **Commission**, a final report must be provided within **84 days** of the initial incident notification.

If the answer to **ALL** of these questions is **NO**

PRIORITY 2
Reportable Incidents

From October 1st 2021

Notify the **Commission** within **30 days** of becoming aware of the incident.

Respond to any requests for further information by the **Commission**.