

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 MAAA Manual of Procedures. This entire document is for the use of all classes of members of the MAAA in the conduct of activities associated with the MAAA and is not be used for any other purpose, in whole or in part, without the written approval of the MAAA 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, recorded and processed in the correct manner. It is also to ensure that accidents are closed out, so as to minimise the recurrence of similar accidents.

2. DEFINITIONS

MAAA	Model Aeronautical Association of Australia Inc.
Close Out	Implement actions, after investigation, designed to prevent recurrence.
Contest Director	The person responsible for the running of, and safety at the contest.
Display Director	The person responsible for the running of, and safety at the display.

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, we minimise the risk of similar accidents in the future with all that this 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 to be involved in or cause an accident/incident.

4. POLICY

- 4.1 The MAAA endeavours to provide a safe environment for our members to pursue the sport of model aviation.
- 4.1 The MAAA Insurance Broker requires that all accidents and incidents having the potential to result in an insurance claim are 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 look or be considered serious at the time, but medical complications could develop later.
- 4.2 The MAAA requires that all accidents are "closed out" to reduce the possibility of the accident recurring.
- 4.3 The Club or, in the absence of any other specific agreement, the Contest/Display Director of an event, competition or display not organised by a Club (for example organised by a Special Interest Group or State Association), shall be the primary person responsible for completing the Accident Forms and for ensuring that the accident is "Closed Out". If needed, the Contest/Display Director shall liaise with any host Club Safety Officer or Executive in compiling the report/s and "closing out" the accident.

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/Contest/Display Director should initiate an investigation of the accident/incident to enable details to be recorded and entered on the MAAA forms.
- 5.1.2 Details of an accident or incident are to be recorded on the "MAAA Incident Investigation" Form and the "MAAA Incident Report" Form. The forms are available from the MAAA Secretary, the State Association Secretary or the MAAA web site. The forms are available in hard or electronic copy.
- 5.1.3 In the case of an accident, naturally the first priority is to the injured person/s. After they have been taken care of, details of the accident must be recorded and witness statements taken. 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 accident it is most unlikely that the MAAA forms will be available. Therefore, the details should be recorded at the time and later transferred to the appropriate forms.
- 5.1.6 Names and addresses of witnesses should be noted and witnesses asked to provide statements if thought appropriate.
- 5.1.7 The Club Secretary/Contest/Display Director 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/Contest/Display Director should contact the Federal Secretary to advise of the accident/incident and request the necessary forms. The State Association and Club Executive should also be informed immediately.
- 5.1.9 The MAAA forms must be completed and sent to the MAAA Secretary, together with witness 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 MAAA Secretary as soon as possible.
- 5.1.11 The MAAA Secretary is responsible for sending a copy of both forms and documentation to the State Association Secretary for their information.
- 5.1.12 Upon receipt of the accident report and forms, the MAAA 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 MAAA Incident Investigation Form and reports are retained by the MAAA 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/Contest/Display Director 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, promote safety checks for aircraft etc.
- 5.2.2 The Club/Contest/Display Director 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 recurring.
- 5.2.3 The report should be sent to the MAAA Secretary requesting that the actions identified in the report “close out” the accident/incident.
- 5.2.4 The MAAA Secretary shall list the Club’s/Contest/Display Director’s request for the matter to be “closed out” on the agenda of the next MAAA Executive meeting.
- 5.2.5 The MAAA Executive at their meeting will then consider the report and corrective actions, and if they agree with the Club’s/Contest/Display Director’s action, shall advise the Club/Contest/Display Director and the State Association that the accident/incident has been “closed out” to their satisfaction. The matter is then considered to be “closed out”.
- 5.2.6 If the State Association, or the MAAA, considers that the corrective action is applicable to all clubs, they shall publicise the details to give as wide a coverage as possible.
- 5.2.7 If the MAAA Executive does not agree with the corrective action, or considers that more could be done, the MAAA shall advise the Club/Contest/Display Director with a copy sent to the State Association.
- 5.2.8 The Club/Contest/Display Director should then reconsider the matter in the light of the Executive’s comments and prepare a further report which shall be sent to the MAAA Secretary. This process shall continue until the matter has been “closed out” to the MAAA Executive’s satisfaction.
- 5.2.9 If a Club fails to provide a response to advice given by the MAAA Executive as per 5.2.7 and 5.2.8 after three (3) requests, the last one being by registered mail and copied to the State Association, the MAAA Executive has the authority to advise the Club that coverage by the MAAA Insurance policies of the Club, but not the individual members, has been withdrawn until the Club/Contest/Display Director provides a response and the accident/incident is “closed out”.
- 5.2.10 Following the “close out” of an accident, Clubs are expected to implement and enforce agreed effective risk management strategies to reduce the possibility of the accident recurring. In the event that there is substantive evidence that, following an initial insurance claim, there is a significant ongoing risk of third party claims on the MAAA insurance, the MAAA Executive has the authority to withdraw the subsidised insurance excess, in part or in whole, and require the Club and/or its members to pay any claim up to the full amount of the MAAA

excess. Any such withdrawal shall be confirmed at the next Council Meeting and then, if needed, be subject to annual Council review.

6. RESPONSIBILITY

- 6.1 The Club Secretary and/or Safety Officer is responsible for coordinating the collection of reports and details of the accident. If a Group is running a contest or event at a Club field then the Contest/Display Director is responsible for coordinating the collection of reports and details of the accident. He/She is also responsible for ensuring that the host Club is kept informed of the investigations and findings.
- 6.2 The Club Secretary/ Contest/Display Director is responsible for immediately contacting the Federal Secretary to advise of the accident/incident, obtaining the necessary forms and ensuring they are complete.
- 6.3 The Club Secretary/ Contest/Display Director is responsible for sending the completed forms and other documentation to the MAAA Secretary as soon as possible after the accident/incident.
- 6.4 The MAAA Secretary is responsible for sending a copy of the forms and documentation to the State Association Secretary.
- 6.5 The Club Secretary/Contest/Display Director and/or Club Safety Officer is responsible for investigating the accident/incident with the view to eliminating its recurrence.
- 6.6 The Club Secretary/ Contest/Display Director and/or Safety Officer is responsible for preparing a report detailing the agreed "Close Out" action and sending it to the MAAA Secretary.
- 6.7 The MAAA Secretary is responsible for sending the appropriate information to the MAAA Insurance Broker.
- 6.8 The MAAA Secretary is responsible for recording details of the accident/incident on a database and placing details of it on the MAAA Executive agenda.
- 6.9 The MAAA Executive is responsible for considering the "Close Out" action and deciding if it is suitable.
- 6.10 The MAAA Secretary is responsible for informing the Club of the Executive's decision with respect to the "Close Out" of the accident/incident.
- 6.11 The MAAA Secretary is responsible for informing the State Secretary when the accident/incident is considered "closed out".
- 6.12 The State Secretary is responsible, when asked by the MAAA Secretary, for chasing up Clubs that fail to complete the "close out" process.
- 6.13 The MAAA and/or State Secretary is responsible for publicising any corrective action that is thought to be of benefit to the general membership.
- 6.14 The MAAA Secretary is responsible for informing the State Secretary of any MAAA Executive decision to alter the normal Insurance provision to a Club as described in 5.2.9 and 5.2.10.

7. FORMS

7.1 Incident Report Form

Form MAAA010 – See Appendix “A”

7.2 MAAA Incident Investigation Form

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 MOBILE EMAIL

NAME OF MEMBER INVOLVED PHONE

MEMBER'S ADDRESS

..... POST CODE MEMBERSHIP NO. AUS

PHONE MOBILE EMAIL

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/Police Officer

6. WITNESSES:

Name

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.

Appendix "A"

Incident Report Form – MAAA010

Note: Do not copy the above form. Use the original which is available on the MAAA web site.

MAAA INCIDENT INVESTIGATION FORM			
To be completed with all INCIDENT REPORTS and at other times as required by M.A.A.A.			
Date of incident: / /	Time: am/pm	Place of incident:	
Sketch Map: 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.			
Details of Model: 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 Paper / Plastic Film / Foam Plastic / Epoxy & Glass			
Weather conditions: Wind strength: Sun: Cloud: Visibility: Wet/Dry:			
Brief description of incident: <div style="font-size: 48px; opacity: 0.5; transform: rotate(-15deg); position: absolute; top: 50%; left: 50%; pointer-events: none;">Sample</div> If space is insufficient use back of form.			
Radio frequencies in use: (circle those in models involved in incident or otherwise relevant)			
Primary cause: (circle one only)		Secondary causes: (circle all relevant)	
Pilot error	Weather	Pilot error	Weather
Pilot skill	Radio problems	Pilot skill	Radio problems
Inadequate rules	Mechanical failure	Inadequate rules	Mechanical failure
Not following rules	Other (specify):	Not following rules	Other (specify):
Field layout		Field layout	
Recommended corrective action to prevent re-occurrence: (include What, Who, and When)			
SIGNED:			
		Print Name:	
Date: / /		Position: Club Safety Officer/Contest Director/Other (specify)	
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.			

Appendix "B"

Incident Investigation Form – MAAA011

Note: Do not copy the above form. Use the original which is available on the MAAA web site.