

INCIDENT DECISION TREE*

Work through the tree separately for each individual involved

Start Here

Deliberate Harm Test

Were the actions as intended?

NO

YES

Were adverse consequences intended?

NO

YES

Consult NCAA or relevant regulatory body
Advise individual to consult Trade Union Representative
Consider:
• Suspension
• Referral to police and disciplinary/regulatory body
• Occupational Health referral

Highlight any System Failures identified

Incapacity Test

Does there appear to be evidence of ill health or substance abuse?

NO

YES

Does the individual have a known medical condition?

NO

Consult NCAA or relevant regulatory body
Advise individual to consult Trade Union Representative
Consider:
• Occupational Health referral
• Reasonable adjustment to duties
• Sick leave

Highlight any System Failures identified

Foresight Test

Did the individual depart from agreed protocols or safe procedures?

NO

YES

Were the protocols and safe procedures available, workable, intelligible, correct and in routine use?

YES

Is there evidence that the individual took an unacceptable risk?

NO

Advise individual to consult Trade Union Representative
Consider:
• Corrective training
• Improved supervision
• Occupational Health referral
• Reasonable adjustment to duties

Highlight any System Failures identified

Substitution Test

Would another individual coming from the same professional group, possessing comparable qualifications and experience, behave in the same way in similar circumstances?

NO

NO

Were there any deficiencies in training, experience or supervision?

NO

NO

Were there significant mitigating circumstances?

YES

NO

Consult NCAA or relevant regulatory body
Advise individual to consult Trade Union Representative
Consider:
• Referral to disciplinary/regulatory body
• Reasonable adjustment to duties
• Occupational Health referral
• Suspension

Highlight any System Failures identified

YES

YES

YES

System Failure Review system

* Based on James Reason's Culpability Model