



How to guide for Operoo:

- Injury Report
- Incident Report
- Property Incident Report

What does this cover

How a Leader and Group Leader initiates and processes Injury Reports, Incident Reports and Property Incident Reports using Operoo.

What is the difference between these forms?

Different people in Scouts ACT will need to respond to an incident, depending on its type. An incident may trigger one or a combination of actions including, for example, notifying the insurer, notifying the police, notifying our legal advisors, providing support services for people who have suffered an injury or incident, initiating HR management processes.

Operoo forms do not have the sophistication to sort through the many variables. Thus, we have designed three forms to allow incidents of all types to be notified quickly to the most relevant person or team for follow-up.

Injury Form (physical injury): to report all injuries in which first aid is applied.

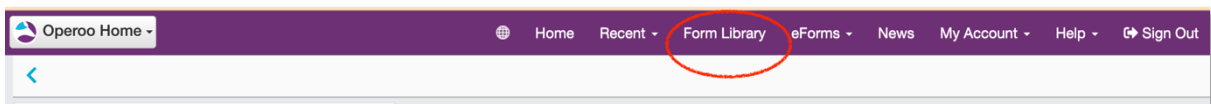
Incident Form: to report non-physical injuries and incidents such as bullying and harassment; substance abuse; breach of online standards; sexual misconduct.

Property Incident: to report damage, theft or loss of Scout property and assets (buildings and equipment).

If you are uncertain which form to use, choose **Incident Form**.

















What are the steps

1. Log-in to Operoo and select Form Library



2. Scroll down to **4. Administration Forms** and locate the form you require. You may have a slightly different set of forms to that shown in the image. Click **Start Form**.

4. Administration Forms

 Jackie Stenhouse Adult Member Resignation START FORM	 Jackie Stenhouse Adult Volunteer Performance Plan START FORM	 Jackie Stenhouse Application for Adult Transfer START FORM	 Jackie Stenhouse Application for Secondary Appointment START FORM	 Jackie Stenhouse Incident Report START FORM	 Jackie Stenhouse Individual Adult Volunteer Plan - Phase 1 START FORM	 Jackie Stenhouse Individual Adult Volunteer Plan - Phase 2 START FORM	 Jackie Stenhouse Individual Adult Volunteer Plan - Phase 3 START FORM
 Jackie Stenhouse Injury Report (physical injury) START FORM	 Jackie Stenhouse Leave of Absence - Form 1 (3 months or less) START FORM	 Jackie Stenhouse Leave of Absence - Form 2 (3 to 6 months) START FORM	 Jackie Stenhouse Leave of Absence - Form 3 (6 months or more) START FORM	 Jackie Stenhouse Property Incident Report START FORM	 Jackie Stenhouse Registration of a Scout Group START FORM	 Jackie Stenhouse Registration of a Unit (Section) START FORM	 Jackie Stenhouse Scout Fund Application START FORM

3. Fill in the form with as much detail as you can. Photos and documents can be uploaded if relevant/available.

4. Workflow

Injury Form: a copy is sent to your Group/Team Leader and to the Executive Officer.

Incident Form: a copy is sent to your Group/Team Leader, the Chief Commissioner and to the Executive Officer.

Property Incident: a copy is sent to the Property Officer.