Incidents/accidents arising in the course of research

It is a requirement of ethics approval that researchers inform the Ethics Committee of any accidents, incidents or adverse events that arise during the course of research as soon as possible.

Such an incident might include an injury or accident resulting from the research, either to a person (who could be a participant, a member of the research team or a member of the public), a complaint or involve some other harm such as inadvertent release of personal data.

## Researcher

If a complaint is received:

* + the researcher must contact the Research Ethics Manager immediately (Phone: 02 9739 2519 or ResEthics.Manager@acu.edu.au) with details of the complaint
	+ where the researcher is a student, they must immediately inform their supervisor who should then contact the Research Ethics Manager.
	+ the Research Ethics Manager in conjunction with the HREC Chair and researcher will decide how best to respond to the complaint..

If an accidental release of data or breach of privacy occurs:

* + data should be recalled immediately where possible.
	+ where the researcher is a student, they must immediately inform their supervisor.
	+ the Research Ethics Manager (Phone: 02 9739 2519 or ResEthics.Manager@acu.edu.au) should be consulted and a plan of action determined.

If an incident/accident occurs, then the researcher must:

* + immediately deal with the situation to the best of their ability. For example, if someone is injured, then first aid should be rendered and assistance sought (e.g. Call an ambulance, take them to a doctor/clinic/hospital as appropriate).
	+ where the researcher is a student, they must immediately inform their supervisor.
	+ the researcher should contact the Research Ethics Manager (Phone: 02 9739 2519 or ResEthics.Manager@acu.edu.au) with details of the incident.

In the event of an injury which involved a company asset or property, the researcher should complete a [Riskware](http://www.acu.edu.au/staff/human_resources/news_and_events/reporting_accidents_and_incidents) report on line in accordance with ACU’s Risk Management Policy and Procedure [Log into Riskware](https://staff.acu.edu.au/human_resources/your%20safety%20and%20wellbeing/whs_risk_management/reporting%20incidents%20and%20injuries%20on%20riskware).

Researchers should also complete the ACU Adverse Event or Incident Report Form and submit it to resethics.manager@acu.edu.au as a priority.