

Process for Managing Accidents, Incidents or Near Misses

Objective

Craggy Range is committed to fulfill its obligations under the Health and Safety at Work Act 2015 with regards to the reporting, recording and investigation of Accidents, Incidents and Near Misses and as such will ensure that:

- Accident registers are maintained.
- All accidents and near misses that have occurred are recorded and investigated.
- All accidents, incidents and near misses are recorded and investigated.
- WorkSafe is notified of any notifiable events as soon as is practicable.
- The scene of a notifiable death, injury or illness event is not interfered with.

Purpose

To provide as safe a working environment for its workers as is practicable by carrying out systematic Job Safety Analysis, implementing appropriate control measures and safe working practices. All work related accidents, near misses and incidents which have or could have resulted in injury to individuals or damage to property should be properly investigated and reported using the Accident/Incident and Investigation Form.

Reporting

• What Should Be Reported

- Accidents involving workers, visitors and other non-employees including minor injuries.
- Incidents where no one is injured (near miss) but there is a potential for injury.
- Physical assaults or verbal abuse employees.
- Dangerous occurrences such as fires, gas leaks or explosions, chemical spillages, damage to asbestos materials, failure or collapse of lifting equipment such as hoists, etc.
- Work-related ill-health e.g. dermatitis from use of chemicals, occupational asthma, musculo-skeletal pain as a result of using computers or manual handling etc.

• Action to be Taken in the Event of a Notifiable Death or Injury

- Administer first aid and dial 111 for emergency treatment.
- Secure and do not disturb the scene
- Contact the Manager, CEO or Human Resources Manager (HRM)
- Manager, CEO or HRM to contact WorkSafe and notify Police if death involved, as soon as possible to report event.
- Co-operate with WorkSafe investigation
- Investigate circumstances of accident and record details of accident using Accident/Incident Forms (see below) as a guide. Detail further information as required separately and email copy all information to Manager and HRM.
- Full investigation to be completed, lead by Manager and/or HRM.
- Send all investigative information, using WorkSafe format and any additional information obtained relating to the event to WorkSafe within 7 days of event occurring.
- Implement corrective actions as identified e.g. updating of SOP's, Hazard/Risk Registers etc.

• Action to be Taken in the Event of an Accident (injury involved)

- Administer first aid and dial 111 for treatment if required.
- Contact the Manager and advise of event.
- Manager to work through identifying if event is notifiable.
- If notifiable, contact WorkSafe either online or via phone and follow process.
- Co-operate with WorkSafe investigation.
- Investigate circumstances of accident and record details of accident using Accident/Incident Forms (see below) as a guide. Detail further information as required separately and email all information to Manager and HRM.
- Full investigation to be completed, lead by Manager and/or HRM.
- If WorkSafe notified, send all investigative information, using WorkSafe format and any additional information obtained relating to the event to WorkSafe within 7 days of event occurring.
- Implement corrective actions as identified e.g. updating of SOP's, Hazard/Risk Registers etc.

- **Action to be Taken in the Event of an Incident or Near Miss (non-injury)**
 - Make area safe if necessary or required.
 - Contact the Manager and advise of event.
 - Manager to work through identifying if event is notifiable.
 - If notifiable, contact WorkSafe either online or via phone and follow process.
 - Co-operate with WorkSafe investigation.
 - Investigate circumstances of accident and record details of accident using Accident/Incident Forms (see below) as a guide. Detail further information as required separately and email all information to Manager and HRM.
 - Full investigation to be completed, lead by Manager and/or HRM.
 - If WorkSafe notified, send all investigative information, using WorkSafe format and any additional information obtained relating to the event to WorkSafe within 7 days of event occurring.
 - Implement corrective actions as identified e.g. updating of SOP's, Hazard Registers etc.

Responsibilities

- **All Workers**

It is the personal responsibility of every worker to report as soon as is possible any incident, accident or near miss to their Manager. In most cases, individual workers will complete their own accident report form but it is important that this form is forwarded to the appropriate Manager.

All workers who are incapacitated from work due to a work related injury, must report their absence to their Manager as soon as is possible, either personally or via next of kin, friend etc.

- **Managers**

It is the responsibility of the Manager to ensure that when an accident/incident has occurred that an Accident Form has been completed in full.

Managers must investigate the accident/incident (see attached Investigation Form) and ensure that corrective actions are implemented and communicated to all relevant persons.

In the case of a Notifiable Death/Injury it is the Managers responsibility to ensure that the correct procedure for handling such an occurrence has been followed. See Flow Chart.

- **Board**

A review of accidents/incidents statistics will take place at least quarterly to identify any trends in statistics and review remedial actions identified.

Registered First Aiders

A complete list of all staff who hold a current First Aid Certificate can be located on each H&S notice board. The HR Manager or delegated employee is responsible for maintaining and updating that list.

First Aid Kits

First aid kits are located in each lunch room. In addition each company vehicle should also have a first aid kit. If any item is used from the kits it should be replaced immediately to ensure that all the kits remain fully stocked at all times.

Accident Folders

Accident folders are located in each main office. All incident reports must be kept in the green Accident Folder. The HR Manager or delegated employee should be informed of any incidents that occur by the relevant Manager or H&S Rep.

Investigating Accidents, Incidents and Near Misses

All accidents, incidents and near misses should be investigated using the Accident / Incident Investigation Form (see attached). The investigation should identify any necessary measures that can be adopted to prevent a recurrence of this or a similar event occurring.

Procedure for Corrective Action to any Deficiencies Identified during an Investigation

Craggy Range management will evaluate the information provided by any team or person completing an investigation before taking preventative and corrective action. Craggy Range then either implements corrective action(s) provided by the team or person, or develops a system that will address the deficiency with the current system and prevents any future recurrence.

The system will comply with the designated standards and H&S legislative requirements and after implementation will have a follow-up procedure to ensure its effectiveness and be embedded into the Hazard Management process as necessary.

On completion of the investigation relevant management will be provided with a copy of the report to ensure that any recommendation has been actioned within the defined timeframes.

Notification of Authorities

In addition to notifying WorkSafe, depending on the circumstances surrounding the accident/incident there may be the need to contact one or more of the following authorities:

WorkSafe (Napier Office):	19 Bower Street Napier 4110 Tel: 0800 20 90 20 Fax: (06) 835 7102 http://www.business.govt.nz/worksafe
Fatal Event	Police must be notified
Chemical or Contaminant Spill	Regional Council Fire Service HSNO Enforcement Officer (via WorkSafe)
Electrical or Gas	Energy Safety Service Tel: 04 472 0300 www.ess.govt.nz
Notifiable Infectious Disease	Diagnosing Doctor will report this to the Ministry of Health.

Definition of a Notifiable Death

A person has been killed as a result of work.

Definition of a Notifiable Injury

- Amputation;
- Serious head injury;
- Serious eye injury;
- Serious burn;
- Spinal injury;
- Loss of bodily functions;
- Serious lacerations;
- Skin separation;
- Any injury that requires (or would usually require) the person to be admitted to hospital for immediate treatment;
- An injury that requires (or would usually require) the person to receive medical treatment within 48 hours of exposure to a substance.

For detailed information on each of the above injury types, please refer to the WorkSafe website under Notifiable Events: <http://www.business.govt.nz/worksafe/notifications-forms/notifiable-events>

Definition of a Notifiable Illness

A person has been made unwell as a result of work.

Definition of a Notifiable Incident

People's health and safety are seriously threatened or endangered as a result of a work situation.

For detailed information on the interpretation of a Notifiable Incident, please refer to the WorkSafe website under Notifiable Events: <http://www.business.govt.nz/worksafe/notifications-forms/notifiable-events>

Accident/Incident Reporting Flowchart

