Notifiable Event; Incidents; Injury or Illness

OVERVIEW

A safe and healthy environment is fostered through a partnership where all involved combine their efforts and share the responsibility for work-related personal injury prevention and management. Early reporting is essential to this process and the Kaeo-Kerikeri Union Parish has a specific accident reporting and investigation form that must be used in the event of all accidents, incidents and DPI (Discomfort, Pain, and Injury) type conditions.

You must notify your National Office of any notifiable events or incidents that occur so they are able to guide you in what steps to take.

PURPOSE

To provide consistent procedures for recording and investigating incidents and accidents related to church activities or facilities.

RESPONSIBILITIES

The Kaeo-Kerikeri Union Parish is responsible for:

- Providing a safe and healthy environment to help prevent accidents and injury
- Taking all reasonably practicable steps to see that all workers are aware of the accident reporting system, know where to obtain the appropriate form and how to report such events when they occur
- Arranging appropriate first aid and emergency care (or other assistance) where required if an accident does occur
- Acting as the health and safety representative, including liaison with ACC and investigation of workplace injury or accident

All members/users/workers are responsible for:

- Observing any established health and safety procedure that relates to the work performed
- Participating in relevant health and safety training (e.g. DPI prevention, manual handling)
- Accurately reporting and documenting all accidents, incidents and observed hazards to the Minister [or Designated Person]
- Obtaining initial medical treatment from a registered treatment provider of his/her choice

PROCEDURES

Record of accident/incident/serious harm

The Health and Safety at Work Act 2015 places requirements on PCBU[1]s to record and investigate accidents. “Serious harm” accidents must be reported, in writing, using the prescribed form, to the Occupational Safety and Health Service of WorkSafe NZ as soon as possible.

The purpose of the investigation procedure is to determine actual causes of an accident/incident and to put in place procedures or controls to minimise the chances of a

1 Person Conducting a Business or Undertaking

recurrence.

The Kaeo-Kerikeri Union Parish accident/incident/serious harm form is the same as the WorkSafe NZ Notification of Accident form.

ACCIDENT/INCIDENT REPORTING INVESTIGATION

In the event of "serious harm" or a significant hazard the Minister [or Designated Person] must be advised immediately along with your national body and WorkSafe NZ must be advised.

The Minister [or Designated Person] should:

- Ensure receipt of all relevant information (incident forms, ACC forms and medical certificates as applicable)
- Initiate and carry out an investigation. This must commence within 12 working hours of the event concerned
- Ensure any hazard that is identified as the cause of the event is eliminated or minimised in accordance with the requirements of the Health and Safety at Work Act 2015
- Ensure all corrective actions that have been identified are carried out within the specified time frames
- The investigation report will be reviewed by the Minister [or Designated Person] to ensure that the corrective actions have been carried out as indicated and to check, if applicable, that significant hazards have been controlled in accordance with the requirements of the Act

When events result in "serious harm", take the following steps:

- Make sure anyone injured or suspected of injury has received medical attention if necessary. Contact your National Office for guidance.
- Contact WorkSafe NZ, as quickly as possible, as per their requirements
- Isolate and protect the scene. Do not interfere with the accident scene without the permission of an inspector from WorkSafe NZ

FURTHER INFORMATION

For further understanding of notifiable event, notifiable incident and notifiable injury or illness, please refer to these links which direct you to relevant sections of the HSWA:.
http://www.legislation.govt.nz/act/public/2015/0070/latest/DLM5976868.html
http://www.legislation.govt.nz/act/public/2015/0070/latest/DLM5976877.html
http://www.legislation.govt.nz/act/public/2015/0070/latest/DLM5976880.html