

ACCIDENT AND INCIDENT REPORTING

(AMENDED 20.10.2011)

Section	Health and Safety		
Approval Date	23.03.09	Approved by	Senior Management Team
Next Review	October 2012	Responsibility	Human Resources Team Leader
Key Evaluation Question	6	ITPNZ Quality Standard	3

PURPOSE

To ensure that proper and prompt assistance is obtained for any accident victim and that unsafe acts or conditions are rectified through reporting and follow up procedures.

The Health and Safety in Employment Act 1992, requires employers to record and investigate all accidents in places of work. It also requires that any accident involving **serious harm** to an employee is reported to the nearest Department of Labour (DoL) branch office.

SCOPE

Staff, students, contractors and members of the public, on NMIT campuses at Nelson and Marlborough. Staff and students carrying out recognised NMIT duties or activities, off campus.

RESPONSIBILITY

- The person to whom an accident occurs should report the accident.
- The accident victim's manager or tutor or first aider in attendance must report the accident if not already reported
- (Appendix A – Accident/Incident/and Near Miss Report Form) (*report forms available in First Aid boxes, also the Human Resources site on the NMIT Intranet*)
- The Health & Safety Advisor coordinates the records and investigations of all accidents.
- The HR Team Leader must advise the Chief Executive of all accidents
- The HR Team Leader must advise DoL of accidents involving **serious harm**.
- The NMIT Health and Safety Committee to review all accidents and incidents at its monthly meetings.
- The Human Resources team to act as contact point for all ACC enquiries concerning work related accidents at NMIT
- The Human Resources team to record accident details on staff members' personal files as required.

Managers are to ensure the following actions are completed:

- The injured person has received appropriate treatment

- Immediate risks are controlled and the scene is protected if the injury constitutes serious harm (pending approval from the DoL)
- The Health and Safety Advisor is notified immediately if the injury may constitute serious harm
- Internal reporting is completed (Appendix A – Accident/Incident/and Near Miss Report Form) (*report forms available in First Aid boxes, also in Public Folders/Health & Safety*)
- An investigation is arranged if the injury constitutes serious harm
- Actions are arranged to prevent reoccurrence by eliminating, isolating or minimizing significant hazards as part of hazard management
- If a significant hazard remains after mitigation actions, record the new hazard in the hazard register
- Ensure welfare support of the injured person

Other

ACC only pays part of the medical expenses relating to an ACC claim. NMIT will pay the balance, for staff involved in accidents from the employee’s sick leave balance.

The laboratory accident notebooks serve as a free standing minor accident reporting system.

The Staff Development programme shall include seminars on accident prevention. All staff over 0.5 proportion shall attend a two hour workplace safety induction course within six months of their start date.

DEFINITIONS

Incident	A ‘near miss’; a situation having the potential to cause an accident.
Serious harm	<ul style="list-style-type: none"> • Any of the following conditions that amounts to or results in permanent loss of bodily function, or temporary severe loss of bodily function: • respiratory disease, noise-induced hearing loss, neurological disease, cancer, dermatological disease, communicable disease, musculoskeletal disease, illness caused by exposure to infected material, decompression sickness, poisoning, vision impairment, chemical or hot-metal burn of eye, penetrating wound of eye, bone fracture, laceration, crushing. • Amputation of body part. • Burns requiring referral to a specialist registered medical practitioner or specialist outpatient clinic. • Loss of consciousness from lack of oxygen. • Loss of consciousness, or acute illness requiring treatment by a registered medical practitioner, from absorption, inhalation, or ingestion, of any substance. • Any harm that causes the person harmed to be hospitalised for a period of 48 hours or more commencing within seven days of the harm’s occurrence.

REFERENCES

EXTERNAL


Health and Safety Employment Act 1992 and all subsequent amendments.

APPENDICES

Appendix A Accident/Incident/ and Near-miss Report

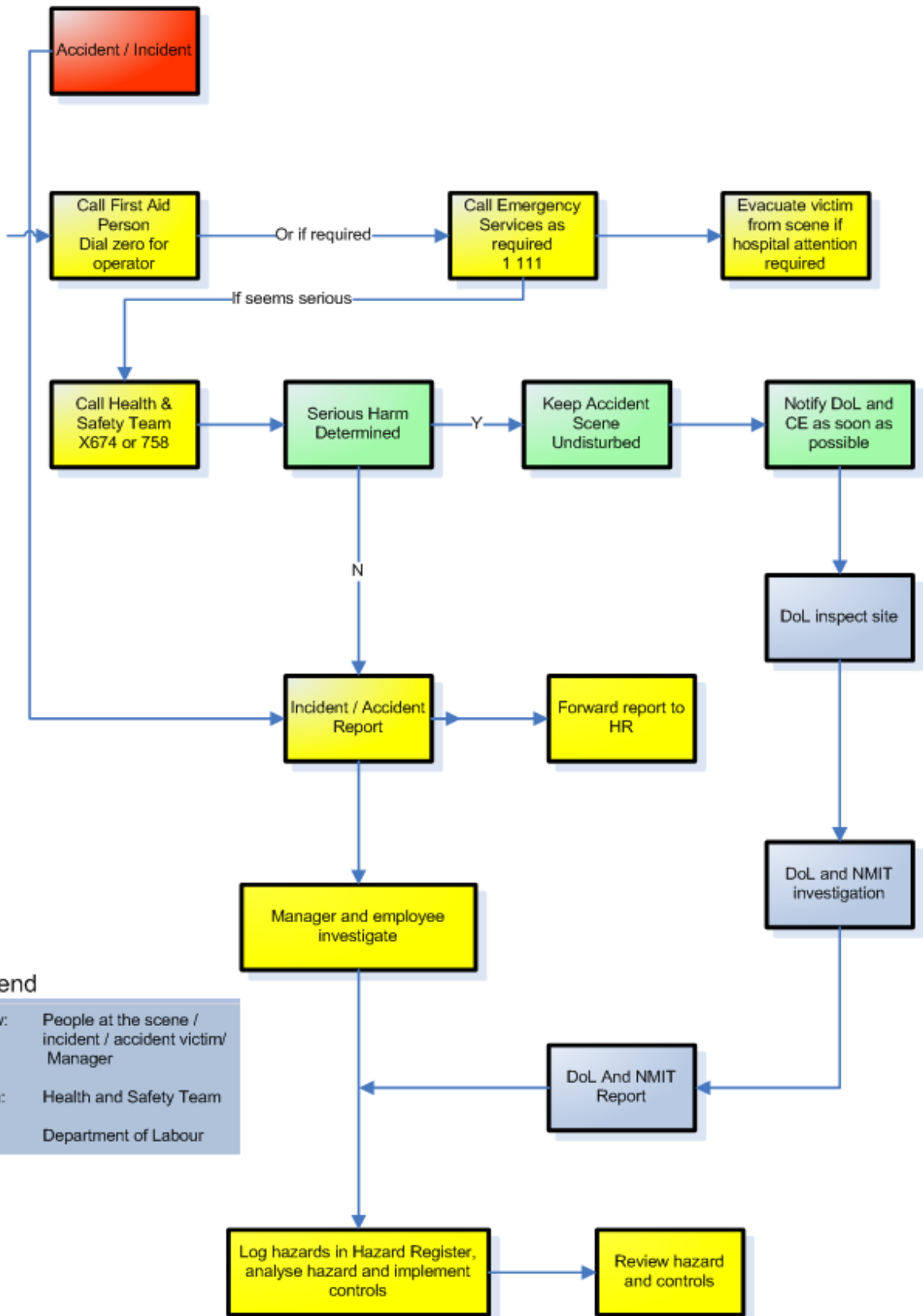
(Report forms available in First Aid boxes, also Human Resources site of the NMIT Intranet)

Appendix B Flowchart: Accident/Incident Reporting Procedure

 Nelson Marlborough Institute of Technology Te Whare Wānanga o Te Tau Ihu o Te Waka a Maui		Health and Safety Employment Act 1992 Health and Safety Employment Amendment Act 2002	
<h2 style="color: #4F81BD;">ACCIDENT / INCIDENT /AND NEAR MISS REPORT</h2>			
Date of Occurrence:		Time of Occurrence:	
Name of (potentially) injured person: <input type="checkbox"/> Staff <input type="checkbox"/> Student			
School or work area where accident / incident occurred:			
Contact details of injured person including phone number			
Was relevant safety equipment being used (eg safety goggles):			
Witness to accident & phone number:			
Nature of Injury:			
IS THIS POTENTIALLY A SERIOUS HARM INJURY? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, PLEASE INFORM THE HEALTH & SAFETY OFFICER IMMEDIATELY X 674			
Cause of Accident / Incident:			
Treatment given:			
Referred to Doctor (name) or hospital:			
Printed name of person giving first aid treatment within the Institute:			
I declare the above information to be true and correct and under the Privacy Act 1993 I authorise the Health and Safety Officer or nominee to investigate the accident.			
Signed:		Dated:	

<h1 style="margin: 0;">BASIC RISK ASSESSMENT</h1>		
Name of Assessor:	Date:	
DETAILS OF THE HAZARD:		
Circle one description that best fits the hazard in each section below and place the score for the section in the box adjacent		
PROBABILITY		
Most likely result – happens all the time	5	<div style="border: 1px solid black; width: 100px; height: 20px; margin-bottom: 10px;"></div> <div style="font-size: 2em; font-weight: bold; margin-bottom: 10px;">X</div>
Has happened previously within the Institute	4	
Possibility of happening (near misses only)	3	
Known to have happened in the past in other organisations	2	
Remotely possible	1	
CONSEQUENCES		
FATALITY	4	<div style="border: 1px solid black; width: 100px; height: 20px; margin-bottom: 10px;"></div> <div style="font-size: 2em; font-weight: bold; margin-bottom: 10px;">=</div>
Major injuries, illness (including long-term disabling effects)	3	
Minor injuries or illness	2	
Negligible injuries or illness	1	
MULTIPLY BOXES TOGETHER AND PLACE RISK SCORE HERE		<div style="border: 2px solid black; width: 100px; height: 20px;"></div>
INDICATE WHICH CATEGORY THE TOTAL FALLS INTO		
<input type="checkbox"/> Low Priority <input type="checkbox"/> Moderate Priority <input type="checkbox"/> High Priority		
<ul style="list-style-type: none"> Results feed into your complete Risk Assessment Record Please now forward this form to the Health & Safety Officer, Human Resources Team 		
Follow Up Action Taken		
Phoned	Visited	Date
Cleared by:		Date:

ACCIDENT / INCIDENT REPORTING PROCEDURE



Legend

Yellow: People at the scene / incident / accident victim/ Manager

Green: Health and Safety Team

Blue: Department of Labour