The Health and Safety at Work Act 2015 (Act) requires a Person Conducting a Business or Undertaking (PCBU) to record and investigate all accidents, incidents and near misses in workplaces. It also requires that any accident involving serious harm to an employee, visitor, or contractor is reported to WorkSafe NZ.

**Coverage**

The Diocese is a Person Conducting a Business or Undertaking (**PCBU**).

Each Parish is also separately a Person Conducting a Business or Undertaking (**PCBU**).

Incident management is the process to record and investigate any incidents that have occurred in places of work to workers, volunteers and/or visitors. Incidents may be accidents, incidents or near misses

**Definitions**

**Incident -** An event or series of events that have taken place. This procedure deals with those incidents that result in accidents or near misses that did or nearly did cause injury, illness, loss of life or damage to property.

**Accident -** Any unexpected, unplanned or undesired event or circumstance that has a negative implication. The result being harm to people, (injury, illness, loss of life) and/or damage to property.

**Near miss** – An unexpected and unplanned event or series of events that did not result in harm to people (injury, illness, loss of life) nor damage to property – but had the potential to do so under slightly different circumstances. Only a fortunate break in the chain of events prevented harm or damage.

**Procedures**

**Documentation**

Each PCBU must maintain an Incident Register. A Sample Register is included as appendix A.

Copies of incident registers should be kept beside each First Aid Kit.

* The person responsible for checking the First Aid Kit should forward the Register to the PCBU Health and Safety Coordinator/Adviser regularly for addition to the PCBU Incident Register.
* Department managers of the PCBU or event organisers for certain events of the PCBU may hold their own Incident Registers – these are to be forwarded to the PCBU Health and Safety Coordinator regularly for addition to the Incident Register.

All incidents must be investigated (See *Investigation* below). Any incident that results in an accident causing injury or damage to a property must use the Accident Investigation Form. An Accident Investigation Form is included as Appendix B.

Certain incidents are *notifiable events* and require a PCBU to notify WorkSafe. (See Notifiable Events below).

All Registers and Forms must be kept for 5 years.

**Accident**

* The person discovering the incident should ensure that the injured party and any other people in the vicinity cannot be subjected to further injury by, if safe and practicable, removing them or moving themselves to a safe distance from the cause of the accident.
* If required, have a trained first aider attend to the injured party. Call 111 if there any doubts about the severity of the injury;
* Document the accident on the Incident Register as soon as possible.
* If the accident causes a Notifiable death, injury or illness;
  + DO NOT alter or move any machinery or equipment (unless it may cause immediate danger to others) and tape off the area of the incident. Machinery or equipment cannot be used again until it has been cleared by WorkSafe NZ;
  + A *Notification of a Death or a Notifiable Injury or Injury Form* must be filled out - The *Notifiable Event Notification Form* is available online <http://forms.worksafe.govt.nz/notifiable-event-notification>.
  + 3 copies should be made of the form and sent to:
    - WorkSafe NZ, along with the *Investigation Form*;
    - Diocesan Health and Safety Committee by post –   
       Private Bag 11 012,   
       Palmerston North 4442
    - The PCBU Health and Safety Adviser/Coordinator
  + If internet access is limited, the PCBU Health and Safety Coordinator/Adviser is to contact WorkSafe NZ on free phone **0800 030 040 (24 hours)** immediately.

**Near Miss**

* The person discovering the incident should ensure that any other people in the vicinity cannot be subjected to injury by, if safe and practicable, removing them or moving themselves to a safe distance from the incident.
* If there are any doubts whatsoever about whether the incident has the potential to continue to threaten or endanger health and safety contact the PCBU Health and Safety Coordinator/Adviser immediately.
* Document the accident on the Incident Register as soon as possible.
* If someone has been exposed to a serious or immediate risk to their health and safety because of an unplanned or uncontrolled work incident, then
  + DO NOT alter or move any machinery or equipment (unless it may cause immediate danger to others) and tape off the area of the incident. Machinery or equipment cannot be used again until it has been cleared by WorkSafe NZ;
  + A *Notification of a Death or a Notifiable Injury or Injury Form* must be filled out - The *Notifiable Event Notification Form* is available online <http://forms.worksafe.govt.nz/notifiable-event-notification>.
  + 3 copies should be made of the form and sent to:
    - WorkSafe NZ, along with the *Investigation Form*;
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       Private Bag 11 012,   
       Palmerston North 4442
    - The PCBU Health and Safety Adviser/Coordinator
  + If internet access is limited, the PCBU Health and Safety Coordinator/Adviser is to contact WorkSafe NZ on free phone **0800 030 040 (24 hours)** immediately.

**Investigation**

All accidents, incidents, and near miss incidents must be investigated. The depth of the investigation is determined by the severity of the occurrence and will be decided by the PCBU Health and Safety Coordinator/Adviser.

Investigation will be carried out immediately or as soon as possible after the occurrence of the incident.

The PCBU Health and Safety Coordinator/Adviser will carry out the initial investigation to:

* Establish the cause;
* Compile an accurate record of the event;
* Define the action and the responsibilities then take measures to prevent reoccurrence within a predetermined time frame;
* Update the incident registers, where necessary;
* Complete the reports, where necessary;
* Documents and reports are then reviewed by Health and Safety Committee to carry out further investigation if necessary and ensure that action is taken to avoid a reoccurrence.

**Notifiable Events**

Under the Health and Safety at Work Act 2015 a PCBU must notify WorkSafe when certain work-related events occur. A notifiable event is when any of the following occurs as a result of work:

* a death
* notifiable illness or injury
* a notifiable incident.

The WorkSafe website has a Notifiable Event Chart to help with understanding which events are notifiable, what is needed and when, and how to notify them. <http://www.business.govt.nz/worksafe/notifications-forms/notifiable-events>

The PCBU Health and Safety Coordinator or Adviser will be the person designated to report to WorkSafe. If he/she is incapacitated for any reason then another member of the PCBU leadership team will need to be report to WorkSafe.

Deaths, injuries or illnesses that are unrelated to work are not notifiable events eg:

* a diabetic worker slipping into a coma at work
* a worker being injured driving to work, when that driving is not part of their work
* a worker fainting from a non-work related cause.

**Incident Review**

In the case of a *notifiable event* or potentially serious *near miss*, a meeting of the Health and Safety Committee will be held as soon as possible after of the incident. The purpose of this meeting is to:

* review any investigation findings;
* discuss any changes to be made to the policy, processes or equipment;
* determine a strategy as to dealing with the situation;
* review if any further training required;
* Put in place procedures so that all staff members are to be made aware of the event and, if applicable, the reason for changes being made to the policies, processes, equipment and/or hazard register.

Every meeting of the PCBU Health and Safety Committee (or quarterly report by the Health and Safety Coordinator/Adviser if no committee is established) should include a review of every incident listed on the Incident Register. The purpose of this review is to:

* discuss any changes to be made to the policy, processes or equipment;
* decide if any further training required;.
* put in place additional procedures so that all staff members are to be made aware of the event and, if applicable, the reason for changes being made to the policies, processes, equipment and/or hazard register.

**Approval and Review**

This Procedure was approved by the Diocese of Palmerston North on 8 August 2017

This Procedure was ratified by the Parish of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_\_\_\_\_ (date)

This Procedure will be reviewed by the Diocese of Palmerston North on 1 August 2017

| **NAME** (person reporting incident) | **TIME AND DATE** (of incident) | **DESCRIPTION OF INJURY** | **WHEN AND HOW** (The Accident or Incident Happened) | **INVESTIGATION FORM REQUIRED?** (Yes or No) | **NOTIFIABLE EVENT?** (Yes or No) |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  | YES // NO  If yes, form completed?  YES // NO  Date complete: | YES // NO  If yes, form advising WorkSafe completed?  YES // NO  Date sent: |
|  |  |  |  | YES // NO  If yes, form completed?  YES // NO  Date complete: | YES // NO  If yes, form advising WorkSafe completed?  YES // NO  Date sent: |
|  |  |  |  | YES // NO  If yes, form completed?  YES // NO  Date complete: | YES // NO  If yes, form advising WorkSafe completed?  YES // NO  Date sent: |
|  |  |  |  | YES // NO  If yes, form completed?  YES // NO  Date complete: | YES // NO  If yes, form advising WorkSafe completed?  YES // NO  Date sent: |
| The H&S Coordinator/Adviser will advise WorkSafeNZ of any notifiable event. These must be reported within 7 days of the incident. | | | | | |
|  |  |  |  | YES // NO  If yes, form completed?  YES // NO  Date complete: | YES // NO  If yes, form advising WorkSafe completed?  YES // NO  Date sent: |
|  |  |  |  | YES // NO  If yes, form completed?  YES // NO  Date complete: | YES // NO  If yes, form advising WorkSafe completed?  YES // NO  Date sent: |
|  |  |  |  | YES // NO  If yes, form completed?  YES // NO  Date complete: | YES // NO  If yes, form advising WorkSafe completed?  YES // NO  Date sent: |
|  |  |  |  | YES // NO  If yes, form completed?  YES // NO  Date complete: | YES // NO  If yes, form advising WorkSafe completed?  YES // NO  Date sent: |
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