

H & S INCIDENT REPORTING & INVESTIGATION POLICY

KINGSTON COMMUNITY CHURCH



INCIDENT REPORTING & INVESTIGATION

POLICY STATEMENT

A safe and healthy work 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 Kingston Community Church has a specific accident reporting and investigation form that must be used in the event of all work accidents, incidents and Discomfort Pain Injury (DPI) type conditions.

The Kingston Community Church Office is to be notified of any notifiable events or incidents that occur so they are able to guide you in what steps to take.

A worker injured at work who needs medical treatment must provide Kingston Community Church with a copy of the completed ACC forms and, if time off work is also required, must provide a medical certificate.

PURPOSE:

To provide consistent procedures for recording and investigating work-related incidents and accidents and to set out the work-related personal injury claim process.

RESPONSIBILITIES:

The PCBU is responsible for:

- Preventing accidents and injury by providing a safe and healthy work environment
- 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 workers/volunteers 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)

To love and honour God in being disciples and helping make disciples of the Lord Jesus Christ.

- Accurately reporting and documenting all accidents, incidents and observed hazards to the elders or Designated Person
- Obtaining initial medical treatment from a registered treatment provider of his/her choice – this must be a registered medical practitioner if lost time is involved
- Providing a copy of the completed ACC forms and, if lost time is involved, a medical certificate from the registered medical practitioner, to the elders or Designated Person

PROCEDURES:

RECORD OF ACCIDENT/INCIDENT/SERIOUS HARM...

The Health and Safety at Work Act 2015 places requirements on PCBUs 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 recurrence.

The Kingston Community Church 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 [Elders or Designated Person] must be advised immediately and WorkSafe NZ must be advised.

The Elders 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 timeframes
- The investigation report will be reviewed by the [Manager 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 a health professional 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>

POLICY & GUIDELINES ESTABLISHED: 2017

DATE REVIEWED:

NAME:

SIGNED:

POSITION:

DATE SIGNED:

DATE FOR NEXT REVIEW: