

Sample accident and incident reporting and recording procedures

Sample policy

All accidents, incidents, and near misses of a significantly serious nature* should be reported promptly to a person who has general responsibility for the event where the accident or incident occurred. This may be an officer, an employee, or a volunteer event organiser. This person should ensure that the accident or incident is reported to the board.

All accidents involving serious harm should be reported to WorkSafe NZ as soon as possible.** Serious harm is defined as death, permanent loss of a bodily function, temporary severe loss of a bodily function, amputation, burns requiring a specialist, loss of consciousness, or any harm that causes a person be hospitalised for 48 hours or more.

Commentary:

** Organisations should discuss which types of incident are significantly serious to warrant following the full procedure, and how to proceed in a more simplified fashion for incidents involving an acceptably low level of harm or risk.*

*** Reporting to WorkSafe is a recommended practice under the 2003 legislation. If there is a fatality, the police must also be notified.*

Sample procedures

All accidents, incidents and near misses must be reported immediately to the person with general responsibility for the event.

Immediate response (responsibility of the most senior person present)

1. Take steps to ensure the area is made safe.
2. When needed, ensure that first aid treatment is given and arrangements are made for medical care.
3. Ensure the site is not disturbed pending investigation.
4. Notify the Chairperson of the nature of the accident or serious incident and the extent of injury, illness, or damage.

Working with the authorities (Chairperson or delegate)

1. Ensure the accident scene is not disturbed until an inspector gives authorisation.
2. Notify WorkSafe NZ of the accident as soon as practical.
3. Ensure that written notice of the accident, in the prescribed form, is sent to WorkSafe NZ as soon as practical, and within at most seven (7) days of the incident.
4. Ensure that the NZ Police are notified in the case of a fatality.

Internal Accident and Incident Reporting (person affected, or support person)

1. An accident report form should be completed as soon as practical.
2. The form should be completed by the person involved in the accident or incident.
3. If the person involved in the accident or incident has difficulties in filling out the report form, assistance should be provided by an appropriate person.

Event follow-up (full board)

1. The full board should be made aware of the accident, incident, or near-miss in a minuted discussion.
2. Any follow-up steps, such as plans to reduce the risk of similar future occurrences, should be minuted.

Sample Internal Report Form

Persons involved and (if any) injuries sustained	
Who needs to be contacted, and what are their details (e.g. family, WorkSafe, and/or Police)? Please indicate when contact has been made, and by whom.	
When and where did the accident, incident, or near miss occur?	
Other descriptive details about the accident, incident, or near miss	
Name(s) and contact details of any witness(es)	
Controls that were in place and why they didn't work	
What treatment was provided	
Any actions that can be taken, or changes made, that will reduce or eliminate the possibility of a similar future incident	