

# Accident and Incident Reporting



A timely and accurate accident report must be completed for all Ara Institute of Canterbury<sup>1</sup> accidents and injuries involving staff, students, contractors and visitors. This includes the need to report on gradual process injury and near miss incidents.

Report forms are available from Health & Safety Co-ordinators, and from the Ara infoweb>key staff resources>H&S.

A copy of the report is to be forwarded to your Health and Safety co-ordinator within 48 hours. In the event of a serious injury or event, you must notify the H&S Manager immediately 027 540 8370.

The H&S Co-ordinator will, for all but minor or obvious accidents, complete an accident investigation form and forward this together with the accident report to the Health & Safety Manager for consideration and addition to our records database.

## Definitions

**Notifiable injury or illness:** Includes but is not limited to, a serious injury which requires immediate treatment (other than first aid) eg. an amputation, serious eye injury, serious burn. An injury which would normally require hospitalisation. Serious infections related to animal bites, exposure to blood or bodily substances, or animal products.

**Notifiable incident:** An unplanned or uncontrolled event which exposes a person to serious risk. eg but not limited to, an explosion, trench or structure collapse, escape of pressure or hazardous substance, electric shock.

**Notifiable event:** A death, notifiable injury or illness, or a notifiable incident.

**Near miss:** An event, which under other possible circumstances, could have resulted in significant harm to persons or property.

The H&S Manager will investigate any notifiable events, injuries requiring medical treatment, or involving lost time, and any significant near miss incidents. A preliminary report will be provided to TKM and the department within 5 working days.

The H&S Manager will advise the Chief Executive and the Director, Corporate Services within 1 hour of receiving advice of a notifiable event.  
The CE or delegate will advise the Ara Council within 24 hours.

Effective accident/incident reporting will be one of the criteria identified during individual manager's annual performance appraisals.

The procedure to be taken in the event of a notifiable event is as follows.

- 1 If the event involves serious injury, immediately dial 9999 (or 1-111) and detail assistance required.
- 2 Notify the Health & Safety Manager on extn 8370 or 027 540 8370. If not available, advise the Manager, Facilities Management, or delegate on extn 8011.
- 3 Notify the line manager, who in turn will notify the Director concerned.
- 4 Do not disturb the accident scene except to save life, prevent further injury or to relieve suffering of the injured party.
- 5 The Health & Safety Manager will advise the Ara Chief Executive, the Director Corporate Services, and Worksafe if necessary. Equipment or plant involved is not to be used until cleared by the H&S Manager or a Worksafe representative.
- 6 The CE or delegate will advise the Ara Council within 24 hours.

## Investigation Reporting

All accidents, other than minor or obvious cause, are to be investigated by the H&S Co-ordinator who may involve technical and tutorial staff. Investigation will begin within three working days of notification and be completed within five working days of notification. An investigation report form has been printed on the back of the accident report.

The H&S Manager will investigate any notifiable events, injuries requiring medical treatment, or involving lost time, and any significant near miss incidents. A preliminary report will be provided to TKM and the department within 5 working days.

Where additional expertise is required, e.g. Electrical Safety, this will be arranged through the Health & Safety Manager.

Investigation of all notifiable events, by the H&S Manager, will begin as soon as possible but at least within one working day of the occurrence. A preliminary report will be provided to TKM and the department within 5 working days.

Hazards/risks not previously identified must be added to the Hazard/risk register by the Department Manager or delegate. The Department Manager will ensure appropriate recommendations are actioned and progress reported to the H&S Manager.