

Accident Management Policy

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 Cycling Southland has a specific Accident Reporting and Investigation Form that must be used in the event of all work accidents, incidents, and occupational overuse type conditions.

A staff member injured at work who needs medical treatment must provide Cycling Southland with a copy of the completed ACC forms, which specifies any work restrictions and duration.

Scope

The policy is applicable to all staff.

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.

Definitions

- 'Staff' – All employees, contractors, volunteers and visitors to the workplace.
- 'Employee' – All wage and salary earners including loaned employees and people doing on-the-job training or gaining work experience
- 'Visitor' - Includes non-employees legally in the workplace. Volunteers are included in some circumstances.
- 'Work-related personal injury' is a personal injury that the staff member suffers as set out in the Injury Prevention, Rehabilitation, and Compensation Act.
- 'Lost time accidents' are work-related personal injuries that result in more than a day off the job.
- 'Treatment provider' means a registered medical practitioner if time off work is required or a registered health professional such as a physiotherapist, chiropractor, etc. if time off work is not necessary.

'Serious harm' is defined as meeting any of the following criteria:

- 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.
- 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

Responsibilities

To assist Cycling Southland in meeting its aims in the prevention and management of work-related personal injury, there are responsibilities for the employer through managers working in partnership with employees.

The General Manager is responsible for:

- Preventing accidents and injury by providing a safe and healthy work environment within their areas of office operation.
- Taking all practicable steps to ensure that all staff are aware of the accident reporting system, know where to obtain the appropriate form, and report such events when they occur.
- Arranging for 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.

Every staff member is responsible for:

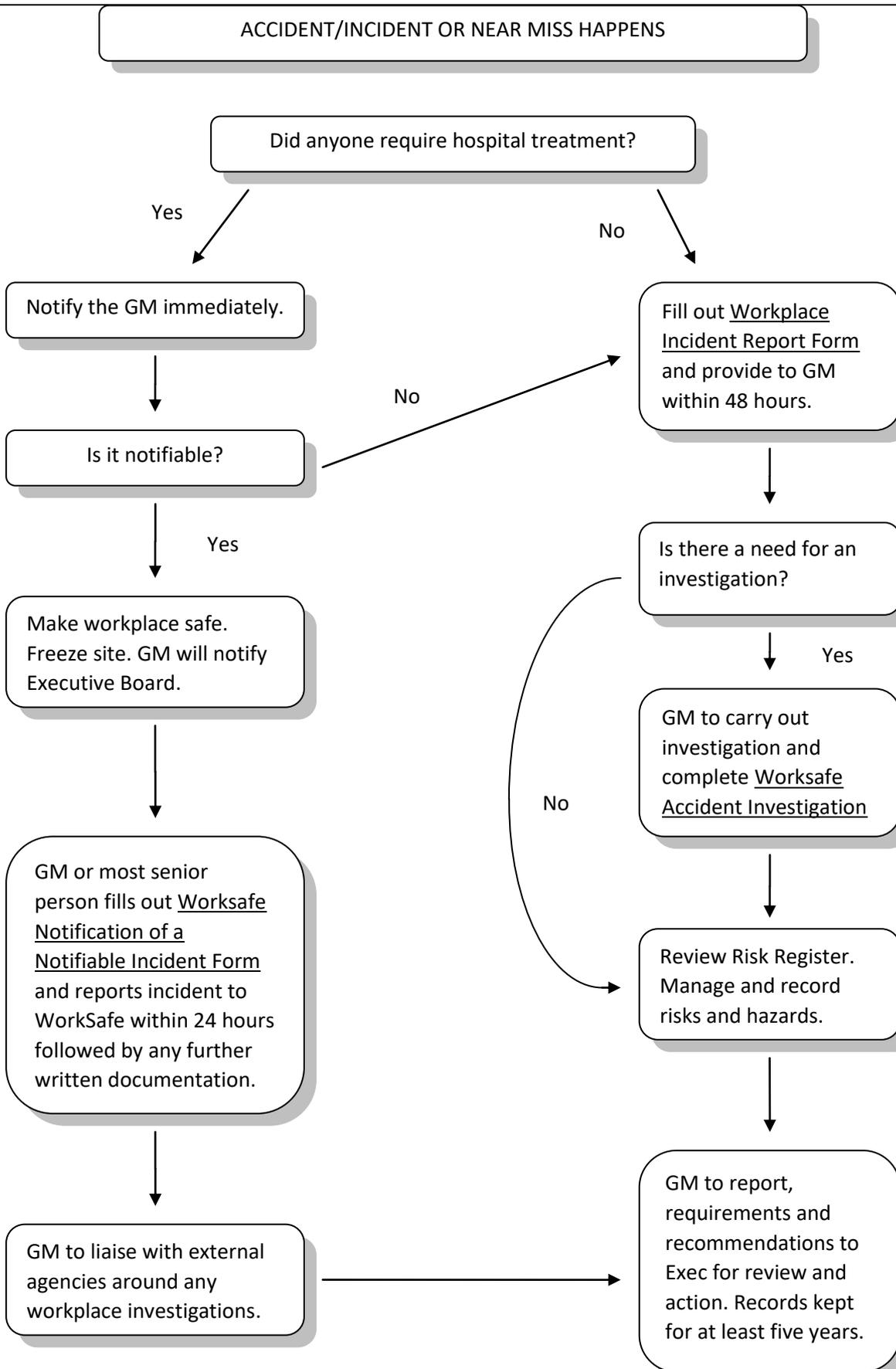
- Observing any established health and safety procedure that relates to the work performed.
- Participating in relevant health and safety training, e.g. OOS prevention and manual handling.
- Accurately reporting and documenting all accidents, incidents, and identified risks and/or hazards to their manager.
- 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 General Manager.
- Reporting non-work injuries resulting in time off to their Manager as soon as possible.

Accidents/incident reporting responsibilities

As an organisation, Cycling Southland is committed to ensuring all accidents/incidents are recorded and reported. It will achieve this through:

- All events having a nominated Health and Safety Officer who will be responsible for ensuring the recording and collation of all accident/incident forms and sent to the General Manager (GM) within 48 hours.
- Cycling Southland's Workplace Incident Form will be available at all events and activities should an accident/incident occur.
- All participants will be informed of their duties around reporting and recording of accidents and incidents through code of conduct, signage, website and race briefings.
- All accidents and incidents will be reported to the Executive as part of monthly GM report.
- The GM must be notified immediately of any accident/incident which requires hospital treatment. The GM will use discretion as to whether to inform the Executive prior to any formal committee meeting.

Process to follow in event of incident or accident



Procedures in event of incident or accident

How do we manage incidents effectively?

The principles of accountability, obligation to act, and collaboration should be applied at each step of the incident management process. The six steps include identification, notification, classification, investigation, action and evaluation.

Step 1: Identification

It is important for all workers to recognise when an incident or near miss has occurred. Workers need to act immediately to make sure those who are involved are safe and that the workplace poses no further risks. You may need to apply first aid. First aiders are available to provide immediate assistance to anyone who has suffered an injury or illness while at work.

Step 2: Notification

Workers must notify the General Manager when an incident occurs. A [Workplace Incident Report](#) must be filled out and filed with the General Manager.

Step 3: Assessment

The General Manager must assess the level of incident that has occurred. When a 'Notifiable injury or Illness' and/or 'Notifiable Incident' happens, WorkSafe NZ must be contacted. This is called a Notifiable Event. The site must be kept preserved to allow WorkSafe NZ to inspect it. A [Notification of A Notifiable Incident Form](#) must be filled out.

Step 4: Investigation

The investigation of incidents is an essential component of incident management. An [Accident Investigation Form](#) must be filled out to identify the causes. Following investigation, corrective actions to prevent similar incidents and accidents happening again are identified and implemented, if required, as soon as possible after the event.

Step 5: Action

Actions are developed for each recommendation. Accountability for each action will be delegated and reported to the board. Progress on the implementation of actions is monitored regularly. Mechanisms for monitoring include risk registers, team meetings, and aggregated information collated by the General Manager, who collates this information to generate reports and analyse incident data to identify trends, risks and initiate, monitor and/or evaluate system improvements.

Step 6: Review

The review step monitors whether the actions taken have been successful in preventing further incidents. Actions that have been made must be regularly monitored and reviewed to ensure they are effective. The General Manager is expected to do this in consultation with workers.

Other Procedures

Pre-employment injury prevention procedures

The person or agency responsible for recruitment will check information provided as part of the application process to ensure that prospective staff members have stated that they are physically and medically fit to perform the duties of the position for which they have applied before appointment is finalised.

Serious harm reporting guidelines

The Health and Safety in Employment Act places requirements on employers to record and investigate accidents. 'Serious Harm' accidents must be reported, in writing, and on the prescribed form, to WorkSafe within seven days of the event.

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 [Notifiable Incident Form](#) can be obtained from the General Manager, found on the website and on the network drive – [click here](#).

The General Manager is responsible for reporting to WorkSafe New Zealand. In their absence, the most senior person present is responsible.

Notification of work-related accidents/incidents and how to make a claim

Whenever there is a work-related accident, incident or 'Serious Harm' injury, the employee must take the following steps:

- Inform the General Manager as soon as possible after the accident/incident occurs.
- Complete a [Workplace Incident Form](#) and [Notifiable Incident Form](#) with the General Manager immediately.
- If medical treatment is required and/or there is lost time, the employee must, in addition to completing the form above, seek treatment from a treatment provider of their choice (this must be a registered medical practitioner if lost time is involved). ACC forms will need to be completed.
- Provide copies of any completed ACC forms (and a medical certificate if lost time is involved) to the General Manager as soon as possible.

Accident/incident reporting investigation

In the event of 'serious harm' or a significant hazard the General Manager must be advised immediately so that WorkSafe can be advised.

The General Manager should:

- Ensure receipt of all relevant information ([Workplace Incident](#) form, WorkSafe Notification of Death or Notifiable Injury or Illness, ACC forms, and medical certificates as applicable).
- Initiate and carry out an investigation using an [Accident Investigation Form](#). 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, isolated, or minimised in accordance with the requirements of the Health and Safety in Employment Act.
- Ensure all corrective actions that have been identified are carried out within the specified timeframes.
- Review the investigation report to ensure that the correct 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.
- Do not interfere with the accident scene without the permission of an Inspector from WorkSafe.
- Complete the reporting and investigation procedures and take steps to eliminate, isolate, or minimise any identified significant hazards. The injured person must also provide a medical certificate from the treatment provider and forward it to the General Manager.

Occupational Overuse Syndrome

OOS-type conditions may become ‘serious harm’ and must be reported to WorkSafe New Zealand (via the General Manager) if the following conditions are met:

- The person is suffering from pain which is significantly more than discomfort and considers it work-related.
- The person is unable to carry out, or is directed not to carry out, normal duties for a period of more than seven calendar days, irrespective of whether they take sick leave.
- The person has voluntarily obtained, or been directed to obtain, medical help for the condition.
- A diagnosis of an OOS-type condition that is or could be work related is made by a medical practitioner.

Contact details

WorkSafe New Zealand

For Accident or Serious Harm (24 hours)

P: 0800 030 040

For all other enquiries, 8.30am – 5pm Monday to Friday

P: 04 897 7699 or 0800 030 040

E: info@worksafe.govt.nz

WorkSafe New Zealand
National Office
Level 6-86 Customhouse Quay
Wellington 6011

PO Box 165
Wellington 6140

References

- Injury Prevention, Rehabilitation, and Compensation Act 2001.
- Privacy Act 1993.
- Human Rights Act 1993.
- Health and Safety in Employment Act 1992 and Amendment.