# 4.0 ACCIDENT / INCIDENT / NEAR HIT REPORTING

## 4.1 Accident Reporting and Recording

All accidents, incidents or near hits occurring in the work place involving employees, customers and visitors on site are to be reported and recorded in the accident register held by the Responsible Person or delegated person.

The categories below determine when an investigation will be conducted.

|  |  |  |
| --- | --- | --- |
| **Category** | **Example** | **Action** |
| **MINOR** | Examples: Scratches, small shallow cuts, bee stings, slight bruise | Report – not investigated  Entry in First Aid treatment book |
| **MODERATE** | Cuts, sprains and strains, small burns | Report and **investigate** |
| **SERIOUS** | Injured person needs off-site medical treatment (A&E Clinic) or is likely to be admitted to hospital. Suspected bone fractures, temporary loss of consciousness (not illness), serious bleeding, electrocution | Report and **investigate** |

All moderate or serious incidents shall be investigated by the Responsible Person or delegated person. Each investigation shall follow the steps outlined below:

1. Obtain all the facts pertaining to the accident or incident
2. Identify all the hazards involved and thus the cause of the accident / incident
3. Establish a timeframe for completion
4. Assess the current hazard controls in place
5. Decide on future actions eg. prevention, elimination, isolation, minimisation
6. Inform all employees affected and raise at the health and safety meeting(s)
7. Complete ‘Accident/Incident Report form’

Summarise this data and enter in the ‘Accident/Incident Register’.

This information allows the company to monitor and assess trends and put in place mechanisms to manage them as necessary.

**Advising WorkSafe of Notifiable Event**

Where the injury is or is suspected of being a notifiable injury, the circumstances must be reported to WorkSafe.

*Tip: Suffers an injury that requires or would usually require them to be admitted to hospital for immediate treatment, or is injured through exposure to a substance which requires, or would normally require, them to receive medical treatment within 48 hours of the injury occurring.*

## 4.2 Reporting Serious Events to WorkSafe

Notifiable events basically fall into 3 categories – someone dies, someone has a notifiable injury or illness or something happens that’s a notifiable incident.

**Serious injury or death**

Where through an accident a serious injury or death occurs at work there is a legal requirement to advise WorkSafe as soon as practicable. This literally means as soon as you can get to a phone. Phone: 0800 030 040

You will need to provide the following basic information:

* Location of accident
* Injured person’s name
* Age / Date of birth
* Date and time
* Where injured person has been taken to
* Basic circumstances as you know them
* Extent of injuries

*Tip: It is a good idea to write this information down before you make the phone call.*

## 4.3 Immediate Scene Action

* Freeze the scene
* Do not contaminate the area
* Do not disturb the scene unless it is to extract the injured person or give medical aid, or to make it safe eg. live power, leaking gas, leaking chemicals
* Protect the scene
* Photograph the scene (phone camera) if possible which will record information which may be valuable to your investigation later

WorkSafe will instruct you to take some action in respect to the scene depending upon the circumstances:

* Hold the scene until a WorkSafe Inspector attends
* Release the scene and conduct your own investigation which WorkSafe may wish to review
* Complete a Duty Holder Review (a detailed investigation and WorkSafe will provide you with the report template)
* Complete a written ‘Notifiable Event notification form’ from the WorkSafe website

**Notifiable Incidents**

Notifiable incidents are when an **accident or incident happens, whether it's with a piece of gear or someone not doing something** **right** or another reason, and as a result someone is exposed to a really big and serious risk where they could be hurt badly or catch something nasty. **Again, notify WorkSafe.**

Notifiable incident examples:

|  |  |
| --- | --- |
| * an escape, spillage, or leakage of a substance * an implosion, explosion, or fire * an escape of gas, steam, or pressurised substance * an electric shock * the fall or release from a height of any plant, substance, or thing | * the collapse or partial collapse of a structure * the collapse or failure of an excavation * the inrush of water, mud, or gas in workings or the interruption of the main system of ventilation in an underground excavation or tunnel * a collision between 2 vessels, vessel capsize, or the inrush of water into a vessel |

## 4.4 Recording and Reporting Flow Chart

START

Workplace injury/incident occurs

Notify WorkSafe by phone. Establish whether WorkSafe wish to attend

Provide First Aid as required

Harmed?

Event NOT Notifiable

Refer Definition

Preliminary investigation to establish basic facts

Complete Accident Investigation (and corrective actions)

Take steps to prevent a recurrence of this event. Identify, assess, control and monitor the hazards which caused the event

Complete Notifiable Event Notification form within 7 days

END

NotifiableEvent

## 4.5 Accident Investigation Flow Chart

Effective investigation can help develop controls, define trends and find ways to prevent similar events from happening.

Make sketches, maps, photos

Conduct interviews

Examine equipment

Check records

* Training records
* Job procedures and practises
* Maintenance logs/records

Was it:

* The task, including people factors
* The systems, environment, equipment
* The culture (how we do things here eg. Processes, decisions)

Do you need to:

* Review hazards and their controls
* Review - guarding

- maintenance

- work practises

- training

- PPE

- signage

START

What, when, how, where, who, why?

Begin the investigation into the injury/incident

Collect information and ask open-ended questions

Consider the factors contributing to the injury/incident and describe what key factor(s) contributed to the event

Write down what needs to be done to avoid a repeat of the situation.

Who will do it.

When will it be done

Complete the ‘Accident/Incident Report form’ and ensure corrective actions are completed. Include person responsible and completion date

Report or feedback to injured person(s) and raised at health and safety meeting

FINISH

Finally, update the ‘Accident/Incident Register’