



SEVENTH-DAY ADVENTIST CHURCH

North New Zealand Conference

Accident Reporting, Recording Procedure



The purpose of NNZC accident reporting, recording & investigation is not to lay blame.

It is to establish cause, and hazards involved Such investigations are in the interests of employees, and others in NNZC workplaces, Churches, ministries and facilities to prevent similar accidents in the future

NNZC Accident Reporting, Recording and Investigation Procedures

NNZC accident, recording, reporting and investigation system is designed to ensure compliance with the relevant provisions of Health and Safety legislation and the welfare of its personnel and those in attendance at its ministries and facilities

Additional to meeting legislative accident provisions NNZC or individual Churches or their ministries may on occasion also be required to meet those accident reporting, recording and investigation procedures set out by the various organisations they are contracted to or operating in their workplaces or facilities

Legal Requirements

- An accident register (in the prescribed form) will be kept, and
- All accidents / incidents including near misses will be recorded in the register
- All persons in NNZC places of work, Churches, their ministries or facilities are included in recording requirements
- In the case of a serious accident, (as defined within legislation), the accident must be: reported to WorkSafe NZ as soon as possible (ASAP)
- The accident site must not be disturbed until WorkSafe NZ advise otherwise. Some exceptions to this rule apply -
 - *To relieve further suffering*
 - *To prevent property loss*
 - *Investigation by other authorities*
- A written accident report, on the prescribed form, must be sent to WorkSafe NZ within seven days of the accident
- The accident must be investigated, (using the appropriate forms), to determine the cause of the accident. If the cause was from a significant hazard, this will be entered in the Significant Hazard Register and dealt with under the procedures set out for managing significant hazards

NNZC accident reporting recording and investigation requirements

All accident / incidents and near misses are to be recorded on NNZC purpose designed forms.

All serious accidents are to be reported to the NNZC General Conference Secretary or the NNZC Health and Safety Advisor ASAP