

North New Zealand Conference

Hazard / Incident Reporting & Investigation Procedure



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Purpose

The purpose of this procedure is to:

- provide employees and Church members and those in attendance at their ministries with a system to identify and report hazards and incidents, and
- provide for investigation of reported hazards and incidents to identify root causes that may lead to the prevention of injury or illness, and meet its Legislative Requirements by:

Having in place a comprehensive, systematic and effective hazard management system.
That will:

- Identify all workplace hazards
- Assess hazards to determine those that are significant, and 'take all reasonable practicable steps' to
- Effectively manage hazards identified as significant, and
- The Act requires a very formal process for the effective management of significant Hazards. All reasonable practicable steps must be taken to:
 - **Eliminate** the hazard – if not practicable to do so then
 - **Minimise** the risk of harm to those in the workplace

Scope

This procedure applies to all operations of North New Zealand Conference including its Churches, their ministries and facilities.

NNZC Management and Local Church Leadership are responsible for:

- reporting notifiable events to WorkSafe NZ in accordance with this procedure
- ensuring all Incidents are recorded using NNZC Hazard Report Form
- recording all Significant hazards in the Significant hazard register
- investigating reported hazards and incidents in accordance with this procedure
- assessing the risk associated with any identified hazards
- implementing controls for identified hazards, recording these in the Significant Hazard Register
- reviewing controls for effectiveness

Employees and Local Church membership are responsible for:

- as soon as possible, rectifying, or reporting to their immediate supervisor, ministry or facility leadership any hazards or incidents, and
- cooperating with any incident investigations.

Procedure

Types / Sources of work related, or any NNZC or its Church's activity harm

Personal Harm

- Injuries from machinery / equipment accidents
- Injuries from poor work techniques
- Harm from exposure to hazardous substances
- Stress /Fatigue

Environmental Harm

- condition of work area
- roading and work area surfaces
- buildings
- vehicles
- plant, machinery, equipment and tools used for the purpose of an organisation's operations

Environmental Pollution

- Airborne Pollution (industry emissions, dust, fumes, noise)
- Soil Contamination (Area used for hazardous operations (timber treatment material disposal)
- Water Contamination (Industrial waste discharges to waterways)
- Workplace Noise (machinery vehicle and process noise)
- Resource overuse (cause inferior and harmful alternative products to be used)

Organisational Harm

- Asset loss (accidents, fires, reduced employment opportunity leading to employee stress)
- Lost production (from accidents effect viability that may lead to catch up methods at the expense of health and safety)
- Legal non-compliance impact (image, effect market share, financial backing, staff recruitment and retention)
- Increase costs (insurance and ACC levies and in the case of a prosecution for Health and safety breach heavy uninsurable costs may be incurred)

Hazard Identification

A Hazard is something that does or has the potential to cause harm

Applying Hazard ID Methods

- Physical workplace inspection
- Task analysis
- Process analysis
- Checklists
- Accident, near miss investigation details
- Job Analysis reports
- Consultation with employees
- Consultation with others in similar activities
- Manufacturer SOP's

Reporting and Investigation

When an incident occurs, employees or others associated with NNZC ministries or facilities are to seek first aid (if required) then notify their manager or leadership immediately. If required a First Aider is to administer the first aid and report the incident

The incident is to be recorded in the NNZC facility incident register

If the incident is serious then the NNZC Incident/Accident form is to be filled out and the NNZC administration or the NNZC H&S Coordinator contacted. A serious incident may require WorkSafe NZ notification and the incident scene left untouched until WorkSafe advise otherwise

The NNZC H&S Coordinator with management or leadership will carry out an incident investigation using various criteria and recording findings using NNZC reporting forms. The Coordinator will work with WorkSafe NZ in the Investigation process and provide them with the required documentation

- **Note!** The purpose of NNZC accident 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, ministries and facilities to prevent similar accidents in the future

Hazard Management

There are four ways of addressing hazard Reporting:

- 1) When the hazard can be immediately controlled, for example mopping up a spill, securing an extension lead out of the way, there is no need to report the hazard.
- 2) When an employee or person present in a facility identifies a hazard that cannot be immediately controlled, and a manager is not available for discussion, they may complete an Incident/Hazard Report Form and submit this to their manager. The manager may address it immediately, apply control measures and record it in the Significant Hazard Register.
- 3) Where a hazard has been identified that cannot be immediately controlled, a worker may report it verbally to their manager, who must record this using the appropriate incident reporting forms and if not already in the Significant Register then enter it with effective control methods
- 4) If the one work task involves multiple hazards or has involved multiple incidents, or there is uncertainty about how to control it, a Risk Assessment must be conducted in consultation with relevant workers using the Risk Assessment documentation.
(See the risk Management Procedure for further details)

To control a hazard using the Risk Assessment documentation the NNZC Management or Local Church Leadership, in consultation relevant employees or members, must develop an

effective control strategy to be entered alongside the hazard in the Significant Hazard Register and this control implemented in accordance with the timeframes outlined in the Significant Hazard Register.

Control actions must be signed off when they are completed. All controls implemented must be verified for adequacy by the manager, in consultation with relevant workers.

If a hazard controls are, improved, reduced or eliminated, the Significant Hazard Register will need to be updated accordingly. For example, new controls added, or residual risk rating changed. The Significant Hazard Register needs updating at least annually

Reporting Notifiable Events

Where an incident occurs that is a notifiable event (death, notifiable injury or illness, or a notifiable incident, see Appendix 1 to this Procedure), the NNZC Management or Local Church Leadership must notify WorkSafe NZ immediately by telephone (0800 030 040). They must also ensure that the site is preserved (not disturbed) until an inspector arrives or advises that no site preservation will be required.

All incident / accident or near miss reports and checklists are to be completed and filed with other NNZC H&S documentation

For information on notifiable incidents and definitions refer to Appendices 1

Appendices 1

Notifiable Events

- **The death of a person**
- A notifiable injury of a person:
- Immediate treatment in a hospital, or Immediate treatment for:
 - the amputation of any part of his or her body;
 - a serious head injury;
 - a serious eye injury;
 - a serious burn;
 - a spinal injury;
 - the loss of a bodily function;

- serious laceration; or
- the separation of his or her skin from an underlying tissue (such as de-gloving scalping).
- a fracture
- medical treatment for an injury within 48 hours of exposure to a substance

A notifiable illness of a person:

- Medical treatment for an illness within 48 hours of exposure to a substance

Any illness as a result of:

- Working with micro-organisms, or
- providing treatment or care to a person, or
- contact with human blood or body substances, or
- handling or contact with animals, animal hides, skins, wool or hair, animal carcasses or animal waste products, or
- handling or contact with fish or marine animals, or
- exposure to a substance, natural or artificial such as a solid, liquid, gas or vapour.

A notifiable incident:

An unplanned or uncontrolled incident in relation to a workplace that exposes the health and safety of workers or others to a serious risk arising from immediate or imminent exposure to any of the following:

- a substance escaping, spilling, or leaking
- an implosion, explosion or fire
- gas or steam escaping
- a pressurised substance escaping
- electric shock (from anything that could cause a lethal shock, for example it would not include shocks due to static electricity, from extra low voltage equipment or from defibrillators used for medical reasons) the fall or release from height of any plant, substance, or thing
- damage to or collapse, overturning, failing or malfunctioning of any plant that is required to be authorised for use under regulations
- the collapse or partial collapse of a structure
- the collapse or failure of an excavation or any shoring supporting an excavation

- the inrush of water, mud, or gas in workings in an underground excavation or tunnel
- the interruption of the main system of ventilation in an underground excavation of a tunnel
- a collision between two vessels, a vessel capsizes, or the inrush of water into a vessel
- any other incident declared in regulation to be a notifiable incident
- the interruption of the main system of ventilation in an underground excavation or tunnel
- a collision between two vessels, a vessel capsizes, or the inrush of water into a vessel
- any other incident declared in regulation to be a notifiable incident

Definitions

Hazard	Anything that can cause harm to a person or to plant, equipment or property.
Incident	<p>Any unplanned event resulting in, or having the potential for, injury, ill health (including psychological health), damage or other loss related to the management of WHS.</p> <p>For example: accidents and near misses; fire; certain property damage and security breach incidents; uncontrolled or poorly controlled workplace hazards; the failure of existing controls; regulatory breaches; and failures of the WHS management system.</p>
Notifiable Event	An incident required by Section 55 of the Health and Safety at Work Act 2015 [NZ] to be notified to WorkSafe. A 'notifiable event' as outlined in the HSW Act is an incident occurring as a result of work that results in the death of a person, a 'notifiable injury or illness', or a 'notifiable incident'. A full list of these injuries, illnesses and incident types can be found in Appendix 1 of this Procedure.

For further information on hazard management and documentation refer to the NNZC Health and Safety Management System and other associated Hazard recording documentation