



New Zealand Seventh-day Adventist Conferences Accident Reporting, Recording Procedure



2019

The purpose of Conference accident reporting, recording & investigation is not to lay blame. It is to establish cause and hazards involved

Such investigations are in the interests of Conference workers and others present in its workplaces, ministries Churches or facilities to prevent similar accidents in the future

Conference Accident Reporting, Recording and Investigation Procedures

TRP 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 others present at its workplaces, Churches and facilities

- Additional to meeting legislative accident provisions Conference 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 Conference places of work, ministries Churches 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 maintain vehicle access
 - 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 / risk, this will be entered in the **Significant Hazard / Risk Register** and dealt with under the procedures set out for managing significant hazards / risks

Conference accident reporting recording and investigation requirements

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

All serious accidents are to be reported to the appropriate Conference General Secretary for further action