



New Zealand Seventh-day Adventist Conferences

Near Miss Accident Investigation and Reporting Procedure



2020

Purpose

The purpose of this procedure is 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, facilities and Churches

Conferences will ensure that all activity related near misses, injuries and illnesses are managed, reported and investigated to ensure appropriate measures have been taken to minimise the possibility of a repeat of, or an occurrence of a similar incident

Scope

This procedure applies to all in attendance at Conferences workplaces, ministries, facilities and Churches and their facilities

Procedure

It is important to report workplace, ministry, facility or Church related unsafe acts, near misses, injury, illness or system failures as soon as possible after they have occurred so that corrective action can be implemented to prevent future harm to individuals or damage to property

Reporting

All of the above listed occurrences will require reporting using Conferences documentation and forwarded to management or leadership who will forward to the appropriate Conferences office or the NNZC Health and Safety Advisor for appropriate action

Note - Any person, who observes an unsafe act, suffers a near miss, injury or a work related illness must:

- Perform or seek first aid as necessary
- Must verbally report it to their manager or leader
- Fill out any required documentation

Action Required:

- If it is an Unsafe act discuss it with the person involved and if not resolved report it to the Conference leadership
- For discomfort, pain or injury contact a first aider and report matter to the manager or leader

- Where a near miss has taken place isolate the equipment or area, report to management or leadership who will review procedures /operational procedures immediately to avoid possible future occurrences
- For a minor or moderate injury seek first aid and medical treatment may be necessary. Isolate any equipment involved and review relevant SOP's immediately and modify as necessary and communicate changes to affected staff
- If it is serious harm, management or leadership must be notified, first aid provided and medical emergency services contacted. Implement scene protection measures until WorkSafeNZ advise otherwise Notify Conferences management or ministry, facility or Church leadership who will contact and advise the appropriate Conference office or the NNZC H&S Advisor of the incident. The Advisor will commence investigations and liaison with WorkSafeNZ and complete required documentation

Legislative Reporting Requirements

To meet the legal accident reporting, recording and investigation requirements the following procedures will apply:

- 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 Conferences places of work, ministries, facilities or Church 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, this will be entered in the **Significant Hazard Register** and dealt with under the Conference procedures set out for managing significant hazards

Incident Investigation

Note! The purpose of Conferences 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 Conference workplaces, ministries, facilities and Churches to prevent similar accidents in the future

Investigation Elements to Consider:

- Are the correct policies and procedures in place and operational?
- What is the competency level of those carrying out incident associated work?
- What is the suitability of the machinery/ equipment being used?
- Did the environment influence or contribute to the incident?
- Where hazards involved that were listed in the Hazard register or new unlisted hazards a contributing factor?
- Where SOP's available relative to the work process and PPE supplied and being used?
- What is Management / leadership support commitment to work place, ministry, facility or Church facility H&S?
- Collect evidence from witnesses and when appropriate from the incident victim
- Ensure any investigation identifies the root cause of an incident
- Identify and recommend actions to prevent reoccurrence of the incident
- Ensure recommendations are implemented and are communicated to Conferences workers and those associated with its ministries, facilities or Churches

Review incident data at least annually to determine trends and where appropriate update operating procedures, training or equipment to improve and maintain a healthy and safe working environment

Accident Rehabilitation

- It is Conferences policy to ensure all reasonable practicable steps are taken to assist in the rehabilitation process of any of its personnel or others injured while in its workplace, ministries, facilities or Churches and will cooperate to achieve this with:
 - i) Government Agencies
 - ii) ACC
 - iii) Medical, and
 - iv) Other private specialist providers of rehabilitation services

ACC Accident / Rehabilitation Documentation

Conferences will cooperate with any of its workplace, ministries, facility or Church personnel or any other person injured while in their places of work ministries, facilities or Churches requiring ACC assistance to facilitate the completion of all necessary documentation required by ACC for victim assistance and rehabilitation as quickly as reasonably practicable