



## Injury and Incident Management and Reporting Procedure

### Purpose

Incident management is key to any workplace's Health and Safety systems/processes. Incident management requires a school wide approach with clear points of accountability for reporting and feedback.

The purpose of this procedure is to:

- outline the principles of incident management
- standardise the incident management process
- ensure consistency in definitions
- outline roles and responsibilities for incident management

### Scope

This procedure applies to and must be followed by all of our workers and others in all school workplaces. This includes all members of the schools leadership team, workers, contractors, temporary workers, volunteers, students and visitors.

The Board of Trustees will consult, co-operate and co-ordinate with other duty holders on matters when there are overlapping Health and Safety duties. For that reason, this procedure can also be applied where an adequate risk procedure does not exist.

### How do we manage incidents effectively?

The principles of accountability, obligation to act, and collaboration should be applied at each step of the incident management process. The six steps include identification, notification, classification, investigation, action and evaluation.

#### ***Step 1: Identification***

It is important for all workers to recognise when an incident or near miss has occurred. Workers need to act immediately to make sure those who are involved are safe and that the workplace poses no further risks. You may need to apply first aid. Nurses at Wai Ora are available to provide immediate assistance to anyone who has suffered an injury or illness while at work. In the absence of a nurse, First Aiders can be located/identified at the main office.

#### ***Step 2: Notification***

When any incident occurs either on site or when offsite, workers must log an online notification (when established). The incident may involve staff and / or students, daygirls or boarders. A notification is logged by...

<<<Insert IT Manager's instructions>>>

Incident notifications will be monitored by the Health and Safety Co-ordinator. In the meantime, all incidents must be reported to the Business Manager. These will be discussed at Health and Safety Committee meetings to identify and rectify any noticeable trends.

All incidents and notifiable events including near misses must be reported.

### ***Step 3: Assessment***

The relevant school managers need to assess the level of incident that has occurred. When a 'Notifiable Injury or Illness' and/or 'Notifiable Incident' happens, WorkSafe NZ must be contacted. This is called a Notifiable Event. The site must be kept preserved to allow WorkSafe NZ to inspect it. Examples of a notifiable incident include harm that causes hospitalisation for 48 hours or more, amputation of a body part etc.

### ***Step 4: Investigation***

The investigation of incidents is an essential component of incident management. All incidents, including notifiable events, should be investigated to identify the causes. Following the investigation, corrective actions to prevent similar incidents and injuries happening again are identified and implemented as soon as possible after the event.

### ***Step 5: Action***

Actions are developed for each recommendation. Actions may be in the form of putting in place risk controls. The HSR, the affected worker, and others in the workplace may be consulted about the action. Accountability for each action will be given to a person in the work group. Progress on the implementation of actions is monitored regularly. Mechanisms for monitoring include risk registers, team meetings, health and safety committees and aggregated information collated by the HSR, school manager or the Principal. The HSR, school manager or the Principal collates this information to generate reports and analyse incident data to identify trends, risks and to initiate, monitor and/or evaluate system improvements.

### ***Step 6: Review***

The review step monitors whether the actions taken have been successful in preventing further incidents. Actions that have been made must be regularly monitored and reviewed to ensure they are effective. The manager is expected to do this in consultation with workers.

## **Roles and Responsibilities**

Everyone has a part to play in managing incidents effectively.

### ***PCBU***

The Board of Trustees is committed to providing and maintaining a safe and healthy workplace for all workers, students, and other people in the workplace. We will achieve this through:

- making health and safety a key part of our role
- doing everything reasonably and practicably to remove or reduce the risk of injury or illness
- making sure all incidents, injuries and near misses are recorded in the appropriate place
- investigating incidents, near misses and reducing the likelihood of them happening again

- having emergency plans and procedures in place
- training everyone about hazards and risks so everyone can work safely
- helping workers who were injured or ill return to work safely

### ***Officers – (Principal and individual Board of Trustee members)***

- know and keep up to date with incidents that are associated with the school's operations
- ensure resources and processes are in place to prevent incidents
- ensure processes are in place for timely information on incidents
- ensure health and safety processes are actually implemented
- monitor the health and safety performance of the school workers – (employees, temporary workers, contractors, volunteers)
- take reasonable care of their own health and safety
- ensure their actions or omissions do not affect other's health and safety
- immediately report any incident to their relevant school manager
- report any risk or hazard to the relevant school manager to prevent injuries occurring
- co-operate with the incident management policy and its procedures in the workplace including investigations of incidents
- participate in the implementation, monitoring and evaluation of actions following an incident investigation
- comply with any reasonable instruction given by the Board of Trustees or the PCBU they are visiting
- encourage fellow workers and others visiting the workplace to notify identified incidents

### ***The Health and Safety Co-ordinator***

- view all incident investigations submitted by workers as soon as practicable
- notify Management of notifiable incidents as soon as practicable

### ***Members of the school's Management Team (Senior Leadership, Business Manager, Hostel Manager)***

- report notifiable incidents to WorkSafe NZ via the Principal
- investigate all incidents submitted by workers who report them, undertake actions in a timely manner, and document these
- consult with health and safety representatives, the affected worker, and others in the workplace during investigations and actions
- delegate actions to relevant workers, who may also need to review them
- monitor and review the effectiveness of actions taken

### ***Health & Safety Representatives***

- represent workers on matters relating to health and safety incidents
- investigate complaints from workers in the workplace
- monitor the incident management approach undertaken by the Board of Trustees
- promote the interest of workers who have raised/reported health and safety incidents
- if requested by the relevant school leader, participate in incident investigations

### ***Nurses / First Aiders***

- take reasonable care of their own health and safety
- identify themselves to workers and others in the workplace
- provide immediate assistance to anyone who has suffered an injury or illness while at work
- ensure that the workplace has adequate First Aid resources
- ensure that First Aid can be provided for the risks that are apparent within the workplace
- keep their qualifications up to date
- attend training or refresher courses as required

### ***Others in the workplace – (visitors, students, parents etc)***

- take reasonable care of their own health and safety
- ensure their actions or omissions do not affect other's health and safety
- comply with instructions given by the Board of Trustees or another PCBU (Person Conducting or Undertaking) – an individual or organisation
- immediately report any incident to an officer

### ***Infectious diseases***

The following information may be useful in developing a policy on illness and sickness:

- The Ministry of Health has developed an Infectious Diseases chart, which outlines 21 childhood diseases, with information on early signs of illness, how long the child will be infectious and the length of time the child should be excluded from the schooling environment.