

# Accident and Incident Reporting



A timely and accurate accident report must be completed for all Ara Institute of Canterbury<sup>1</sup> accidents and injuries involving colleagues, learners, contractors and visitors. This includes the need to report on gradual process injury and near miss incidents.

Reports are to be submitted via [SafePlace](#). For support with SafePlace please contact [safeplace.queries@ara.ac.nz](mailto:safeplace.queries@ara.ac.nz). Reports will be automatically assigned to the Department Manager to follow up.

In the event of a serious injury or event, you must notify the Director Safety, Health and Wellbeing immediately 021 192 9941

## Definitions

**Notifiable event:** A death, notifiable injury or illness, or a notifiable incident.

**Notifiable injury or illness:** Includes but is not limited to, a serious injury which requires immediate treatment (other than first aid) e.g., an amputation, serious eye injury, serious burn. An injury which would normally require hospitalisation. (*Admitted to a hospital means being admitted to hospital as an inpatient for any length of time – it doesn't include being taken to the hospital for out-patient treatment by a hospital's Emergency Department, or for corrective surgery at a later time, such as straightening a broken nose.*) Serious infections related to animal bites, exposure to blood or bodily substances, or animal products.

**Notifiable incident:** An unplanned or uncontrolled event which exposes a person to serious risk. e.g. but not limited to, an explosion, trench or structure collapse, escape of pressure or hazardous substance, electric shock, the fall or release from height of any plant, substance, or thing.

**Near miss:** An event, which under other possible circumstances, could have resulted in significant harm to persons or property.

The Director Safety, Health and Wellbeing will investigate any notifiable events, injuries requiring medical treatment, or involving lost time, and any significant near miss incidents. A preliminary report will be provided to TKM and the department within 5 working days.

The Director Safety and Wellbeing will advise the Chief Executive Officer (CEO) and the Executive Director, People and Capability within 1 hour of receiving advice of a notifiable event.

The CEO or delegate will advise the Ara Board within 24 hours.

Effective accident/incident reporting will be one of the criteria identified during individual manager's annual performance appraisals.

The procedure to be taken in the event of a notifiable event is as follows.

- 1 If the event involves serious injury, immediately dial 111 and detail assistance required. Subsequent to an emergency call, you may alert our Call Centre service on 03 940 8000, or 9999 from an Ara mobile or via Teams, who can dispatch messages to security and Health Centre or other required services (defibrillators) to meeting points.
- 2 Notify the Director Safety, Health and Wellbeing on 021 192 9941. If not available, advise the Manager Facilities Management, or delegate on extn 8011.
- 3 Notify the line manager, who in turn will notify the Executive Director concerned.
- 4 Do not disturb the accident scene except to save life, prevent further injury or to relieve suffering of the injured party.

- 5 The Director Safety, Health and Wellbeing will advise the Ara CEO, the Executive Director People & Culture, and Worksafe if necessary. Equipment or plant involved is not to be used until cleared by the Director Safety, Health and Wellbeing or a Worksafe representative.
- 6 The CEO or delegate will advise the Ara Board within 24 hours.

## Investigation Reporting

All accidents, other than minor or obvious cause, are to be investigated by the Department Manager who may involve the [H&S Coordinator](#), technical or tutorial staff. Notification of accidents and incidents are triggered through SafePlace, and workflow ensures managers have access to the report. Investigation will begin within three working days of notification and be completed within five working days of notification.

The Director Safety, Health and Wellbeing will investigate any notifiable events, injuries requiring medical treatment, or involving lost time, and any significant near miss incidents. A preliminary report will be provided to TKM and the department within 5 working days.

Where additional expertise is required, e.g., Electrical Safety, this will be arranged through the Director Safety, Health and Wellbeing.

Investigation of all notifiable events, by the Director Safety, Health and Wellbeing, will begin as soon as possible but at least within one working day of the occurrence. A preliminary report will be provided to TKM and the department within 5 working days.

Hazards/risk registers are accessible to Managers and other nominated colleagues (some H&S Coordinators) on SafePlace. Hazards/Risks not identified on these registers are to be identified to [safeplace.queries@ara.ac.nz](mailto:safeplace.queries@ara.ac.nz). The Safety, Health and Wellbeing team will work with Department Managers and H&S Coordinators/Representatives to ensure appropriate recommendations are actioned and added to Hazard/Risk Registers.