

Health and safety policies and procedures manual

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Employer commitment and policy

Purpose

This section lists the objectives of the health and safety manual, provides a brief summary of the health and safety legislation and defines accountabilities.

Objectives

Te Puke United FC health and safety programme aims to:

- promote excellence in health and safety management
- continually improve current health and safety performance
- provide a safe and healthy work environment
- identify and control actual and potential hazards
- establish and maintain communication on health and safety
- support staff participation in health and safety matters
- identify needs and provide training on health and safety
- demonstrate a commitment to the accurate reporting and recording of health and safety matters
- comply with legal and organisational obligations.

Objectives will be achieved through:

- management's support and commitment to health and safety
- implementation of policies and procedures
- implementation of an annual health and safety programme Plan
- staff education and participation
- maintaining a quality philosophy

- regular reviews and evaluations
- three-monthly health & safety meetings
- two-yearly health and safety manual review.

Legislative requirements

The Health and Safety in Employment Act 1992 requires employers to take all practicable steps to ensure the health and safety of staff members at work by:

- providing a safe working environment
- providing and maintaining facilities for staff members' safety and health
- ensuring plant and equipment on the premises are safe
- ensuring staff members are not exposed to hazards
- developing emergency procedures
- ensuring that no action or inaction by staff members is likely to cause harm to themselves or any other person.

Accountability

Te Puke United FC committee as the employer representative has ultimate accountability for the health and safety of all members. This is provided for by:

- Demonstrating continuous improvement through a systematic approach to occupational health and safety matters that includes setting specific objectives, systems and programmes in partnership with staff and reviewing these yearly
- Documenting and communicating the health and safety policy and holding staff members responsible for supporting the policy and related procedures.
- Taking appropriate actions (including disciplinary actions) in the event of unacceptable performance or behaviour, consistent with normal operational practice.
- Incorporating health and safety as an element in position descriptions and as a measurable outcome of an individual's performance appraisal where appropriate.
- Expecting all staff to share the responsibility for meeting the requirements of health and safety legislation and maintaining ongoing accountability through the roles and responsibilities defined below.

The Administrator has key responsibilities for developing, implementing and improving the health and safety management system as an integral part of day-to-day operations. These include the following:

- providing leadership and direction in matters of health and safety
- developing staff commitment to achieving excellent health and safety standards
- establishing, monitoring and achieving overall health and safety goals and objectives
- ensuring that all staff members receive appropriate induction training, and are involved in the improvement of systems and practices where relevant
- ensuring health and safety representatives receive appropriate training
- conducting regular health and safety inspections
- maintaining up-to-date information on changes to health and safety legislation, regulations, codes of practice and standards
- acting in the capacity of the health and safety representative
- ensuring any changes to the health and safety manual are distributed to staff and the manual is kept up to date and is managed as a controlled document.

Health and Safety Meetings

- Three-monthly health and safety staff meetings are to be held.
- The health and safety committee (representatives or team) comprises:
 - Nick Johnson
 - Jessie McIndoe
 - Kelsey Weld
 - Ashley Weld
- The committee will be involved in the selection of health and safety representative members through informal discussion and agreement at a general staff meeting. Any employee wanting to be on the health and safety

committee may self-nominate and will as a result be invited to attend the committee meetings. Changes to the committee will be communicated via email to all staff.

- Any employee is welcome to attend a health and safety committee meeting. The date and time of meetings will be circulated to all staff via group email.
- An extraordinary meeting will be held in the event of a serious harm injury being investigated.
- The health and safety manual will be reviewed two-yearly by the Club President in consultation with staff and in conjunction with ACC self-assessments.

Employee Consultation

Staff are encouraged to actively participate in health and safety meetings.

Where changes to existing policies are being considered, staff will be invited to comment and participate in the consultation process prior to implementation of changes.

Staff may have their nominated representative participate or advocate on their behalf as part of the consultation process.

Hazard management

Purpose

To further improve the method for systematically identifying, assessing and controlling hazards in the workplace as required by the Health and Safety in Employment Act 1992.

Scope

The procedures apply to all Te Puke United FC activities.

Responsibilities

The committee is responsible for:

- conducting regular health and safety inspections
- maintaining the hazard register including identification and risk analysis
- working with staff to control identified hazards
- authorising specialist consultants to be contracted where existing staff competency is not available to identify, eliminate or minimise hazards

All staff are responsible for:

- implementing hazard management procedures in their work area
- taking all practicable steps to ensure that hazards identified are eliminated, isolated or controlled
- completing a hazard notification form if a hazard is identified and providing this to the Committee
- informing others (staff, visitors and contractors) of any hazards to health and safety which are known to be associated with the work they perform and the steps to be taken to control any such hazard
- ensuring unsafe acts and unsafe conditions are appropriately addressed.

Procedure

Hazard management steps include:

1. Identification – describe the hazard and state the location of the hazard
2. Risk analysis – rate the risk
3. Control – Recommend the control measure (eliminate, isolate or minimise).

Complete details on the hazard management register

If difficulties are experienced in identifying, eliminating or controlling hazards, the committee will engage an outside contractor with appropriate experience

Hazard management needs to be completed:

- systematically for all areas and processes at regular three-monthly intervals
- when an accident occurs; a check is needed to ensure hazards listed and their controls are adequate

- when a new process or equipment is introduced
- if a new hazard is observed or reported.

Identify hazards

Hazard Identification Process ²			
1.	Use inspection, audits, walk-through surveys and checklists to determine hazards		
	Working Environment Area used and its physical condition Workplace layout Location of material/equipment and distances moved Types of equipment used Energy hazards Hazards which could cause injury Characteristics of materials, equipment Hazards which could cause ill health Psycho-social environment Organisation environment	Human Factors Knowledge and training Skills and experience Health, disabilities, fitness Age and body size Motivation Risk perception and value systems Protective clothing, equipment, footwear Leisure interests	Tasks Task analysis Working postures and positions Actions and movements Duration and frequency of tasks Loads and forces involved Intensity Speed/accuracy Originality Work organisation
2.	Analyse any 'near miss' accidents that may have been recorded in the incident and accident register or documented in the minutes from health and safety meetings		

Risk analysis

Risk analysis is the process of estimating the magnitude of the risk and deciding what actions to take. The following considerations are made to establish risk using the likelihood and impact scales below.

Score	Scale	Frequency of accident or illness
1	Rare	May occur only in exceptional circumstances, e.g. less than 5% chance of occurring
2	Unlikely	Could occur at some time, e.g. 5-29% chance of occurring
3	Possible	Should occur at some time, e.g. 30-59% chance of occurring
4	Likely	Will probably occur in most circumstances, e.g. 60-79% chance of occurring
5	Almost certain	Will occur in most circumstances, e.g. 80%+ chance of occurring

Impact scale

Score	Scale	Severity of accident or illness
1	Minimal	Negligible injury or illness
2	Minor	Minor injury or illness requiring minor first aid and/or less than one weeks' recovery
3	Moderate	Injury or illness requiring advanced first aid and medical visit (e.g. GP or hospital visit) and/or 1-6 week's recovery
4	Major	Injury or illness requiring advanced first aid and emergency medical assistance (e.g. hospitalisation) and/or more than six weeks' recovery
5	Extreme	Injury or illness requires immediate emergency medical assistance and may result in permanent or long-term disabling effects or death. Hospitalisation likely to be for more than six weeks

Control

Where a significant hazard is to be controlled, this must, if practicable, be by elimination. Where elimination is not practicable then the hazard must be isolated. Only where both elimination and isolation are not practicable are methods of minimisation to be applied.

If a minimisation strategy is used, the Act requires monitoring of employees' exposure to the hazard. In this event, a

schedule should be developed and implemented whereby the Health and Safety Representative {CEO} regularly monitors³ the hazard noting variances and taking appropriate action where necessary (such as obtaining expert advice).

Occupational Overuse Syndrome Prevention Policy

Policy statement

Occupational Overuse Syndrome (OOS) is a collective term for a range of conditions (including injury) characterised by discomfort or persistent pain in muscles, tendons and other soft tissues. Every case of OOS has the potential to be classified as a significant hazard because the condition may cause 'Serious Harm'. Therefore the risk factors for OOS need to be controlled by eliminating the hazard if at all possible, or else by isolating or minimising the hazard.

Scope

This policy applies to all staff members of Te Puke United FC

Purpose

To provide systems and procedures for proactively managing the risk factors that may contribute to a range of occupational overuse type conditions.

Responsibilities

The Committee is responsible for:

- taking all practical steps to ensure that there is compliance with the *OSH Code of Practice (COP) for Visual Display Units*
- ensuring all staff at risk attend an OOS awareness training session in their first month of employment and as may be required
- encouraging staff to report any work-related pain to the {CEO} as early as possible
- ensuring the work environment of any staff who do develop symptoms is monitored and all practicable steps are taken to remedy any deficiencies
- facilitating an early return to work for any staff member who has been absent through an OOS-related injury where possible.

Staff members are responsible for:

- reading the OOS awareness information and attending training where required
- adjusting workstation equipment to maintain a comfortable body position
- taking breaks away from the workstation and practising micro-pauses as appropriate
- reporting early symptoms to the line manager (preferably before visiting a doctor)
- participating in an early return to work programme if applicable.

Procedures

Pre-employment procedures

Managers will seek to establish if the prospective staff member suffers from any gradual process injury that the particular job may aggravate or contribute to, by checking the statement on the application form.

Existing staff

- Individual staff members should adjust their own workstation to maintain a comfortable working position, vary tasks, practise micro-pauses and take other breaks. They must report any problems to the health and safety representative, who in turn may request a full workstation assessment from a properly trained Workstation Assessor. The Workstation Assessor will work with the staff member to recommend changes or adjustments, and will provide a brief summary of findings to the employee and {CEO}. (An example of a workstation assessment form is provided in appendix 3.)

- Early warning symptoms should not be ignored in the hope that the pain will go away. If discomfort during work activities persists for more than a few days the following actions should be taken. By taking these steps individuals will be making important decisions about stopping the symptoms from worsening and developing into a possibly serious and long-term condition.

Smoke-free working, environment policy

Policy statement

It is a requirement of the Smoke-free Environments Act 1990 that all employers have a written policy on smoking for all areas occupied by the employer and frequented by employees.

{Organisation name} management recognise that the use of tobacco and smoking presents a health hazard that can have serious implications for both the smoker and the non-smoker and that smoking habits may have life-long adverse consequences. {Organisation name} supports a safe and healthy environment.

Scope

This policy applies to employees of and visitors to TePuke United FC

Purpose

This policy was developed to meet the requirements of the Smoke-free Environments Act 1990 and the Smoke-free Amendment Act 2003 and is based on the following principles:

1. Everyone is entitled to a smoke-free environment in all the areas normally used for work.
2. Everyone who does not smoke, or who does not wish to smoke in their place of work, must, as far as is reasonably practicable, be protected from tobacco smoke in their place of work.
3. The implementation of this policy depends on everyone responding courteously to the desire for a smoke-free environment.

Responsibilities

The Committee is responsible for:

- The maintenance of smoke-free signage.

Procedure

Smoke-free buildings:

Smoking in buildings is prohibited as it endangers the safety of others, creates an unhealthy environment and causes damage to property.

In the event that an employee chooses to smoke, a designated area, such as a sheltered balcony outside of the premises, should be used.

Passive smoking:

Smoking is permitted in outside areas, provided others are protected from smoke drift and passive smoking by the smoker keeping their distance from people, and opening windows and doors within their close proximity.

Complaints:

Complaints regarding smoking and suggestions or complaints regarding a smoke-free environment should be brought to the attention of the committee

Accident management

Policy statement

A safe and healthy work environment is fostered through a partnership where all involved combine their efforts and share the responsibility for work-related personal injury prevention and management. Early reporting is essential to this process and

Te Puke United FC has a specific accident reporting and investigation form that must be used in the event of all work accidents, incidents and OOS type conditions.

A staff member injured at work who needs medical treatment must provide Te Puke United FC with a copy of the completed ACC forms, and, if time off work is also required, must provide a medical certificate.

Scope

This policy applies to employees of Te Puke United FC including fixed-term, part-time and casual staff.

Purpose

To provide consistent procedures for recording and investigating work-related incidents and accidents and to set out the work-related personal injury claim process.

Responsibilities

To assist Te Puke United FC in meeting its aims in the prevention and management of work-related personal injury, there are responsibilities for the employer through line managers working in partnership with employees.

The Committee is responsible for:

- preventing accidents and injury by providing a safe and healthy work environment within their areas of office operation
- taking all practicable steps to see that all staff are aware of the accident reporting system, know where to obtain the appropriate form, and report such events when they occur
- arranging for appropriate first aid and emergency care (or other assistance) where required if an accident does occur
- ensuring that weekly compensation payments are paid during any period of incapacity
- acting as the health and safety representative, including liaison with ACC and investigation of workplace injury or accident.

Staff members

Every staff member is responsible for:

- observing any established health and safety procedure that relates to the work performed
- participating in relevant health and safety training, e.g. OOS prevention, manual handling
- accurately reporting and documenting all accidents, incidents and observed hazards to the {CEO}
- obtaining initial medical treatment from a registered treatment provider of his/her choice (this must be a registered medical practitioner if lost time is involved)
- providing a copy of the completed ACC forms and, if lost time is involved, a medical certificate from the registered medical practitioner, to the {CEO}
- reporting non-work injuries resulting in time off to the {CEO} as soon as possible.

Emergency management

Policy

Te Puke United FC recognises the need to be prepared for emergency situations that may be encountered while at work.

Scope

This policy applies to all full-time and part-time Te Puke United FC employees and contractors.

Responsibilities

The Health and Safety officer is responsible for:

- acting as the warden for Te Puke United FC
- ensuring all staff receive emergency preparedness training
- maintaining emergency supplies of water and provisions in accordance with civil defence requirements

- maintaining a register of those staff who may require special assistance in the case of an emergency requiring evacuation.

All staff are responsible for:

- maintaining familiarity with emergency responses and following procedures
- advising the {CEO} of any special assistance that may be required in case of an emergency requiring evacuation (e.g. in case of deafness, physical disability)
- ensuring their own safety if working in the building after hours or alone, by utilising security measures that are available (e.g. doors electronically locked).

Procedures

1. When emergency services are required

- For emergency services dial 111 and ask for the service you require:
FIRE
AMBULANCE
POLICE.
- Stay calm, give your name, details of the emergency, and street address - which is
Litt Park, Park Lane, Te Puke 3119
- Visitors
Visitors are the responsibility of the person they have called to see.

2. Fire

Ensure you are familiar with the building evacuation scheme or evacuation procedure.

If you discover a fire:

- activate the alarm and dial 111
- alert people in your area and the warden (the Te Puke United FC committee and warden) or a health and safety representative in his/her absence
- do not extinguish the fire unless there is no personal danger to you or anyone else
- if time permits and there is no danger, close all doors and windows
- evacuate the building following the evacuation procedure or scheme
- after evacuation meet at the assembly point.

If the fire alarm sounds:

- walk quickly to your nearest exit (do not use lifts)
- make sure any visitors leave the building with you
- do not stop to take personal items with you
- keep to the left of the stairs
- meet at the assembly area {specify where this is} and report to the building or floor warden.

3. Earthquake

- Keep calm.
- Move away from windows, equipment and shelves that may fall.
- Take cover under solid furniture such as tables and desks.
- Do not try to evacuate until the shaking has stopped.
- Be prepared for aftershocks.

When the shaking stops:

- keep calm and help those who need assistance
- warden will turn off all electrical sources and gas taps
- wait for orders from your warden
- check for hazards and extinguish any fires if safe to do so
- evacuate if instructed to do so
- listen to the radio for civil defence instructions.

If you need to evacuate or the fire alarm sounds:

- use evacuation procedures to leave the building
- keep together
- follow the warden's instructions
- meet at the assembly area: Gate at entrance, end of park lane.

4. Flooding (in building, e.g. sprinklers)

- Shut off the power and water and turn off electrical appliances if there is no personal danger to you or anyone else.
- Try to identify the source of the flooding if safe to do so.
- Prepare to evacuate.

5. Flood (Natural Disaster)

- Shut off the power and water and turn off electrical appliances if there is no personal danger to you or anyone else.
- Move vital records to highest accessible point if safe to do so.
- Notify emergency services.
- Prepare to evacuate.

6. Unwanted visitor

If a person is displaying unusual behaviour:

- keep calm, make no sudden movements
- do what the offender asks
- try to memorise as many details about the offender as possible
- notify police as soon as it is safe to do so. Leave the phone line open until police arrive.

7. Bomb threat

When a bomb threat is received, or a suspicious object is discovered, it must be treated as genuine until proven otherwise.

Do not touch or move any suspicious object. Treat unusual or suspicious objects as a bomb, as they can be made to resemble almost anything. The Police will determine the action to take with the object.

- Keep calm.
- Keep the person talking – don't interrupt.
- Let them feel in charge – keep the person on the line, don't hang up.
- Ask Bomb Threat Checklist questions and record responses
- Do not operate the manual alarm points or electrical switches, or use a mobile telephone as this may activate the device.
- Attract assistance if possible and have this person alert staff and notify Police on 111.
- Evacuate the building if directed to do so by the Police (but do not hang the phone up on the caller).

First aid

Policy statement

Te Puke United FC has a responsibility to take 'all practicable steps' in providing effective first aid arrangements.

Purpose

To ensure safe and consistent care is taken when first aid may be required in the workplace.

Scope

This policy applies to all Te Puke United FC employees.

Responsibilities

The Committee is responsible for:

- ensuring appropriate first aid supplies are provided at the Te Puke United FC office
- ensuring that first aid supplies are accessible to staff at the office
- being the designated first aid representative for Te Puke United FC
- holding an appropriate first aid certificate or other equivalent qualification
- ensuring a first aid register form and incident and accident register is completed in the event that first aid is rendered

Employee information, training and supervision

Policy statement

Te Puke United FC recognises the responsibility of the employer to promote a safe and healthy workplace. Employees need to actively participate in workplace health and safety and require information, training and supervision to support safe workplace practices.

Purpose

To ensure that employees are provided with adequate information, training and supervision on health and safety matters.

Scope

This policy applies to all Te Puke United FC employees.

Responsibilities

The CEO is responsible for ensuring that all newly appointed staff receive:

- an induction to health and safety in the workplace
- a copy of the Employee Health and Safety Handbook
- an opportunity to complete the induction process and gain familiarity with Te Puke United FC policies and procedures
- any additional training that is required as a result of specific work activities or requirements
- any protective clothing or equipment required for the position
- adequate supervision to ensure a safe workplace including a workstation assessment

The CEO is responsible for ensuring that staff receive:

- opportunities for employees to contribute to health and safety
- notification of all health and safety meetings
- an opportunity to attend ongoing training in relation to health and safety relevant to the organisation and employee responsibilities (for example, health and safety representative training, first aid training).

All staff are responsible for:

- following instructions of your employer or employer representative (e.g. supervisor)
- completing the induction process including reading the employee health and safety handbook, policies and procedures and undertaking paid training as directed
- reporting hazards
- using and caring for protective equipment or clothing provided by the employer
- cooperating with the monitoring of workplace hazards and employees' health (with permission)
- reporting work-related injuries or ill health
- not undertaking work that is unsafe
- not interfering with an accident scene.

Workmen on site (contractors)/visitors

Policy statement

Te Puke United FC is firmly committed to the provision of a safe and healthy workplace for contractors, sub-contractors and visitors in accordance with its Occupational Health and Safety Policy and with its duties under the Health and Safety in Employment Act 1992, and related legislation and regulations. In meeting these requirements {organisation name} seeks to:

- ensure that contractors and subcontractors work in a healthy and safe manner and are not harmed (or do not cause harm to others) while working on Te Puke United FC premises
- promote measures to prevent injury and illness by insisting on safe methods, safe equipment, proper materials and safe practices at all times
- ensure that all visitors are not harmed while on Te Puke United FC premises.

Responsibilities

The Health and Safety officer is responsible for:

- ensuring details of any specific hazards that may be relevant to the visitor and/or contract worker are provided to the visitor and/or contractor
- advising the contractor on miscellaneous matters, such as how to activate the fire alarm, the location of fire extinguishers and first aid assistance, escape possibilities, and where and to whom the contractor should report in case of an emergency situation, or an accident
- advising visitors of any hazards and evacuation procedures in case of an emergency and of the policy that they must be escorted at all times
- maintaining a record of visitors and contractors on the premises and providing the contractor or any unescorted visitor with suitable identification (ID badge)
- ensuring there are strategies for on-site communications for contractors (e.g. site meetings).

Staff are responsible for:

- ensuring visitors are escorted by a staff member at all times (unless they have been issued with a visitor ID badge) to ensure their safety and wellbeing and assist that person if required should the building need to be evacuated.

The contractor is responsible for:

- providing details of any hazards that they will be bringing onto the site or any hazards that may be created as a result of the nature of the work being undertaken, together with how these hazards will be mitigated
- ensuring the contractor's employees have received the safety training required for the specific job, including protocols for issuing keys or entry to restricted areas
- providing and using emergency and personal protective equipment they may require.

The visitor is responsible for:

- acting on the instruction of the {CEO} (or other nominated health and safety Representative) in the case of an emergency
- advising the receptionist of any special assistance that may be required in case of an emergency requiring evacuation.

Checklist for yearly manual review

Health & Safety System	Policy components	Review date
Employer commitment to health and safety	<ul style="list-style-type: none">• Outline of Health and safety programme (objectives)• Employer commitment including employer and employee responsibilities• Volunteers• Health and safety committees• Acknowledgment of and cross-reference to relevant legislation• Quality systems that support health and safety such as internal audit	

Hazard identification and management	<ul style="list-style-type: none"> • Hazard identification process and risk analysis • Managing hazards • Stress at work • Occupational Overuse Syndrome prevention • Manual handling guidelines • Smoke-free workplace • Forms for hazard identification and analysis 	
Accident reporting and management	<ul style="list-style-type: none"> • Definitions of accident and serious harm • Procedures for investigating and recording accidents • Making claims • Rehabilitation – employer commitment to vocational rehabilitation programmes and early return to work • Forms for recording accidents and investigations 	
Emergency planning and readiness	<ul style="list-style-type: none"> • First Aid • Disaster management (fire, earthquake, flood) • Management of an unwanted visitor, bomb threat 	
Employee information, training and supervision	<ul style="list-style-type: none"> • Induction process & training • Employee responsibilities • Ongoing training and staff development • Cross-references to employer commitment 	
Employee involvement	<ul style="list-style-type: none"> • Employee participation • Cross reference to health and safety committees 	
Contractors and visitors	<ul style="list-style-type: none"> • Definitions • Processes to ensure safety while on-site • Responsibilities 	
Event management	<ul style="list-style-type: none"> • Health and safety off-site • Responsibilities and functional relationships with other stakeholders • Checklists managing risk – event management 	

Appendix 2: Checklist for ACC Safe Workplace Preparation Audit

Checklist to assist in preparation for the ACC Safe Workplace Audit to be used in conjunction with the *Self-Assessment Guide* (ACC1663)

Questions	Response	Follow-up required? (when & who by)
Who is your H&S Representative?		
Has this person had recent training in H&S? (specify what and when)		
Do you have a visitors' book or other mechanism for monitoring and ensuring visitor safety?		
Do you have a contractors' book or other mechanism for monitoring & ensuring contractor & staff safety?		
Do you provide information to visitors & contractors of hazards & emergency procedures? (How is this done?)		
Do you obtain information from contractors about hazards they may be bringing on-site?		
Do you have a qualified first aid person? (When does their First Aid Certificate expire?)		
Do you have first aid supplies? (Are they current & complete?)		

Have you identified hazards?		
Do you have a hazards register? (Is this regularly updated?)		
Have you had any expert assistance to identify or mitigate hazards?		
Have you had any incidents & accidents?		
Have incidents & accidents been recorded?		
What action has been taken as a result of incidents & accidents?		
Have you had regular H&S meetings? (If yes, how often?)		
Are there minutes of these meetings including who attended & action plans where applicable?		
Have you circulated any material relating to H&S in staff newsletters or emails over the past year?		
Have you any staff who are union members?		
Have staff been informed that they are able to have a representative or union representative assist them in relation to the H&S matters?		
Have staff participated in the review of any policies or procedures relating to H&S?		
Do you set yearly objectives for H&S?		
Do you have a management plan of how these objectives will be achieved?		
Have you undertaken a review of objectives to monitor progress toward achievement?		
Do you have copies of H&S inspections of equipment (e.g. of fire extinguishers) /fire drills etc?		
Do you have a fire warden? (If yes, has this person had fire warden training?)		
Do you have reference material available to staff and H&S matters in addition to any policies and procedures?		
Is there an orientation or induction process for new staff that includes H&S?		
Are H&S responsibilities assigned to managers or the H&S Representative written into the job description of those people?		
Are H&S responsibilities included in the performance review of staff?		

Incident and accident reporting form/register

Record of Accident /Incident/ Serious Harm

To be completed by the line manager and injured person and sent to H&S representative or CEO within 48 hours of the event.

Is it an ☐ Accident ☐ Incident/Near Miss ☐ Condition (e.g. OOS)

Surname:

First name(s):

Residential address:

.....

Phone:

Gender: ☐ M ☐ F

Date of event:Time: am/pm

Date reported:.....

If OOS – date of visit to doctor:.....

Hours worked since arrival at work.....

Shift ☐ Day ☐ Evening ☐ Night

Location where event occurred:

.....

Occupation or position of injured person:

.....

Type of employment:

☐ Full-time ☐ Part-time ☐ Non-employee

Period of employment:

☐ 1st week

☐ 1st month

☐ 1-6 months

☐ 7 months-1 yr

☐ 1-5 years

☐ Over 5 years

Nature of injury or disease:

☐ No injury

☐ Superficial

☐ Sprain or strain

☐ Open wound

☐ Head injury

☐ Poisoning/toxic effect

☐ Fracture, spine

☐ Other fractures

☐ Multiple injuries

☐ Foreign body

☐ Puncture wound

☐ Internal injury, trunk

☐ Chemical reaction

☐ Occupational hearing loss

☐ Burns

☐ Bruising/crushing

☐ Mental disorder

☐ Amputation, including eye loss

☐ Nerves/spinal cord

☐ Dislocation

☐ Disease skin

☐ Disease circulatory system

☐ Disease nervous system

☐ Disease musculo-skeletal system

☐ Disease digestive system

☐ Disease infectious or parasitic

☐ Disease respiratory system

☐ Tumour (malignant or benign)

☐ Damage artificial aid

☐ Fatal

Injured part of body:

☐ Trunk

☐ Neck

☐ Head

☐ Internal organs

☐ Upper limb(s)

☐ Lower limb(s)

☐ Multiple locations

Mechanism of event:

☐ Fall, trip or slip

☐ Sound or pressure

☐ Biological factors

☐ Body stressing

☐ Mental stress

☐ Being hit by moving objects

☐ Heat, radiation or energy

☐ Chemicals or other substances

☐ Hitting objects with part of the body

Was a 'Significant Hazard' involved?

☐ Yes

☐ No

Type of treatment given:

☐ Nil

☐ First aid

☐ Doctor

☐ Hospital

Agency of injury:

☐ Machinery or (mainly) fixed plant

☐ Mobile plant or transport

☐ Tools, appliances, equipment (powered)

☐ Tools, appliances, equipment (non-powered)

☐ Chemical or chemical products

☐ Material or substance

☐ Environmental agency

☐ Animal, human or biological

agency (not bacterial/virus)

☐ Bacterial or virus

THE INVESTIGATION: Describe what happened.

ANALYSIS: What caused the event?

PREVENTION: What action has or will be taken to prevent a recurrence?

By whom?..... By when?

Were ACC forms completed? ☐ Yes ☐ No

Has time been lost from work? ☐ Yes ☐ No

If yes, how many days?.....

Manager (Name).....

Signature _____ Date _____

Consent (in the case of an ACC claim)

I authorise the {CEO or Health and Safety Representative} to obtain medical and any other records that are, or may be, relevant to this claim.

I authorise disclosure to any accident insurer of personal information and health information held by other parties relating to the claim.

I authorise disclosure of my health and other information relating to this claim to: my employer, ACC, contracted health or rehabilitation providers, employee representatives.

Injured Person:

Signature _____ Date _____

Appendix 5: First aid register

Employee's name:	
Job title:	

Date of treatment:	
Time of treatment:	
Person giving first aid:	
Accident register completed by:	
Nature of injury:	
Treatment provided:	