

# Otahuhu College Health and Safety Policy: Injury and Incidents Management and Reporting

## Purpose

Incident management is a key intention of the Health and Safety at Work Act 2015. Incident management requires a school wide approach with clear points of accountability for reporting and feedback. The purpose of this policy is to;

- Ensure consistency in definitions
- Outline the principles of incident management
- Standardise the incident management process
- Outline roles and responsibilities for incident management.

## This is done by:

- 1 The following definitions will apply:
  - a. A notifiable event is:
    - i. The death of a person; or
    - ii. A notifiable injury or illness as defined in section 23 of HSWA (and appended)
    - iii. A notifiable incident ( a near miss of significant proportions where death or notifiable injury were narrowly avoided )
  - b. A near miss is where harm to a person might have occurred but at a lower level than a notifiable incident
- 2 In the case of a notifiable event, the school is required that as little change as possible is made to the scene except where it is necessary to prevent further harm, maintain public use, prevent serious loss of property.
- 3 When a notifiable event occurs the Board is required to notify WorkSafe as soon as possible and submit a written report to WorkSafe with seven days of the incident.
- 4 Whenever a notifiable event occurs the Board will review all Health and Safety policies, procedures and practises.
- 5 When a near miss occurs the operations manager must be informed as soon as possible and a written report to the Principal within seven days on the incident, which will subsequently be submitted to Board correspondence.
- 6 The Board is responsible for ensuring that there is a support and rehabilitation plan in place for staff returning to work after a notifiable incident.
  - a. The plan should include clear objectives, a list of actions to be taken to enable return to work and the person responsible for each action.

This policy shall be reviewed every two years or more regularly by agreement.

Signed \_\_\_\_\_

Dated \_\_\_\_/\_\_\_\_/\_\_\_\_

Review Date \_\_\_\_/\_\_\_\_/\_\_\_\_