

3.01a

Accident, Incident, Reporting and Investigation Policy

Rationale

By law, all work related illnesses and accidents, where an employee has received serious harm must be notified to Worksafe NZ immediately, followed by an accident report on the approved form within seven days.

The scene of an accident resulting in serious harm must not be disturbed, unless authorised by a Worksafe NZ inspector, or to save life, prevent further harm or damage to property, or relieve the suffering of any person.

Guidelines

All work related injuries must be recorded in the approved register (maintained by the school nurse). Serious accidents or incidents resulting in injury are to be reported to the principal immediately

An ACC form is completed and documented in pupil web.

All serious accidents and incidents will be investigated in order to prevent a recurrence of similar accidents.

The intention is to find a fix for the problem, not somebody to blame. Investigations will:

- Describe what happened
- Determine the cause
- Decide the risk of recurrence
- Develop controls to minimise or eliminate
- Define trends involving similar investigations
- Demonstrate concern for employees', students' and visitors' well-being

An investigation team will be established by the principal based on circumstances.

The investigation must be commenced as soon as practicable and should be completed within seven days.

The principal will notify Worksafe NZ if this action is required.

Review

This policy will be reviewed in accordance with the Board's regular policy review process.

Ratified by Ruapehu College Board of Trustees

Chairperson: Elijah Pue



Signed: _____ Date: 21.02.21

Date for policy review: February, 2023