

Occupational Health & Safety (OH&S) Occurrence

Document Type	Policy
Function	Corporate Administration, Management and Governance
Directorate	ADHB Generic
Department(s) affected	All ADHB services and departments
Patients affected (if applicable)	Not applicable
Staff members affected	All ADHB employees, students, contractors and visitors
Key words (not part of title)	Injury, incident, accident, harm, near miss
Author – role only	Manager OH&S
Owner (see ownership structure)	Owner: Chief Executive & Endorsed by The Board Issuer: Chief Health Professions Officer
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1. Purpose

To provide a system for the reporting, recording and investigation of work related accidents, incidents (near misses), illness and gradual process occurring at the Auckland District Health Board (ADHB).

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2. Scope

This policy applies to:

- All ADHB employees
- Students
- Volunteers
- Contractors

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3. Policy objectives, management principles & goals

a) Occupational Health and Safety (OH&S) Occurrence

Is an unplanned event resulting in, or having the potential to result in injury or ill health to people in the workplace, and includes circumstances that:

- Have caused immediate harm (injury)
- Could have caused harm (near miss)
- Could cause harm at a later date due to:
 - Repeated exposure (gradual harm over a period of time)
 - Latent illness (symptoms not apparent until a significant time post-exposure)

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b) Objectives

- To provide a system for the reporting, recording and investigation of all OH&S Occurrences that have affected employees, students, contractors, and volunteers while performing duties for ADHB.
- To ensure that OH&S Occurrences are investigated in order to identify the root cause(s) and to take corrective action to prevent recurrence and harm to others.
- To provide detailed information for the purpose of measuring risk management performance and analysis of trends.
- To ensure that ADHB is compliant with the current Health & Safety legislation and the requirements of the ACC Partnership Programme (ACPP).

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c) Commitment

ADHB is committed to:

- Creating an environment that supports and encourages reporting and continuous improvement of safe work practices and environments.
- Providing a systematic method of reporting, recording and investigation of work related accident/ incidents (OH&S Occurrences).
- Supporting 'near miss' reporting and investigation as a means of preventing serious injury.
- Identifying trends through analysis of OH&S Occurrence data to inform OH&S initiatives.

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d) Place of Work

The place of work is whenever and wherever the person performs work including a place that:

- The person moves through or
- Itself moves (e.g. a vehicle)

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e) Work Injury Claims

In the case of an injury sustained at work a KIOSK OH&S Occurrence Report will be required to confirm injury details. In the absence of a completed OH&S Occurrence Report processing of the claim may be delayed.

ADHB utilizes a Third Party Administrator (TPA) to process work related injury claims resulting from work related injuries to ADHB staff. Staff are encouraged to inform their treatment provider to send the injury claim form (ACC45) directly to the current TPA.

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f) Communication & Training

ADHB will ensure that:

- All employees are informed of their own responsibilities and the employer's responsibilities for OH&S Occurrence management at ADHB (covered in the new employee orientation).
- Managers are responsible for investigation of OH&S Occurrences will receive training in the reporting, recording and investigation processes.
- Communication and training will emphasize a continuous improvement focus of OH&S Occurrence reporting.
- OH&S will provide information and advice to staff and managers through the OH&S Help Desk and the OH&S intranet site.

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g) Corrective Action

Managers are responsible for identifying and following through with any corrective action required to prevent recurrence and/or harm to others. (See [Roles & Responsibilities](#))

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h) **Obligation to Report**

The HSE Act makes it clear that staff have an obligation to report accidents and injury that occurs in a workplace to their manager.

The failure to report a work related accident / incident may result in disciplinary action

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i) **Audit & Review**

Activity regarding reporting and recording of OH&S Occurrences will be reported to employees via the H&S Committee system and General Manager (GM) Quarterly reports.

Data from the central OH&S Occurrence Register will be reported to Senior Management monthly and quarterly.

Periodic internal audits of the OH&S Occurrence Reporting system may occur.

Annual Occurrence data will inform OH&S annual planning objectives.

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4. **Serious Harm**

All Serious Harm injuries occurring within ADHB services must be reported to the Ministry of Business, Innovation and Employment (MBIE) formerly the Department of Labour.

This includes:

- Serious Harm to staff, volunteers and students.
- Serious Harm that has occurred to patients or visitors in relation to a non treatment injury that have been reported on the Risk Monitor Pro system. (reported by Quality Department)
- Serious harm to contractors to be reported in accordance with the [Contractor's Health & Safety Requirements](#) policy.

Services must inform the Manager OH&S as soon as they become aware that Serious Harm has occurred.

The Manager OH&S will convey all Serious Harm Reports to the MBIE as soon as possible and in writing (with the full circumstances of the injury) within 7 days.

OH&S Department will investigate all Serious Harm injuries to staff and provide recommendations for hazard management in relation to the cause of the accident to the area manager

Definition

Serious Harm is death, or harm of a kind or description declared by the Governor General by Order in Council to be serious for the purposes of the Act; and “seriously harmed” has a corresponding meaning.

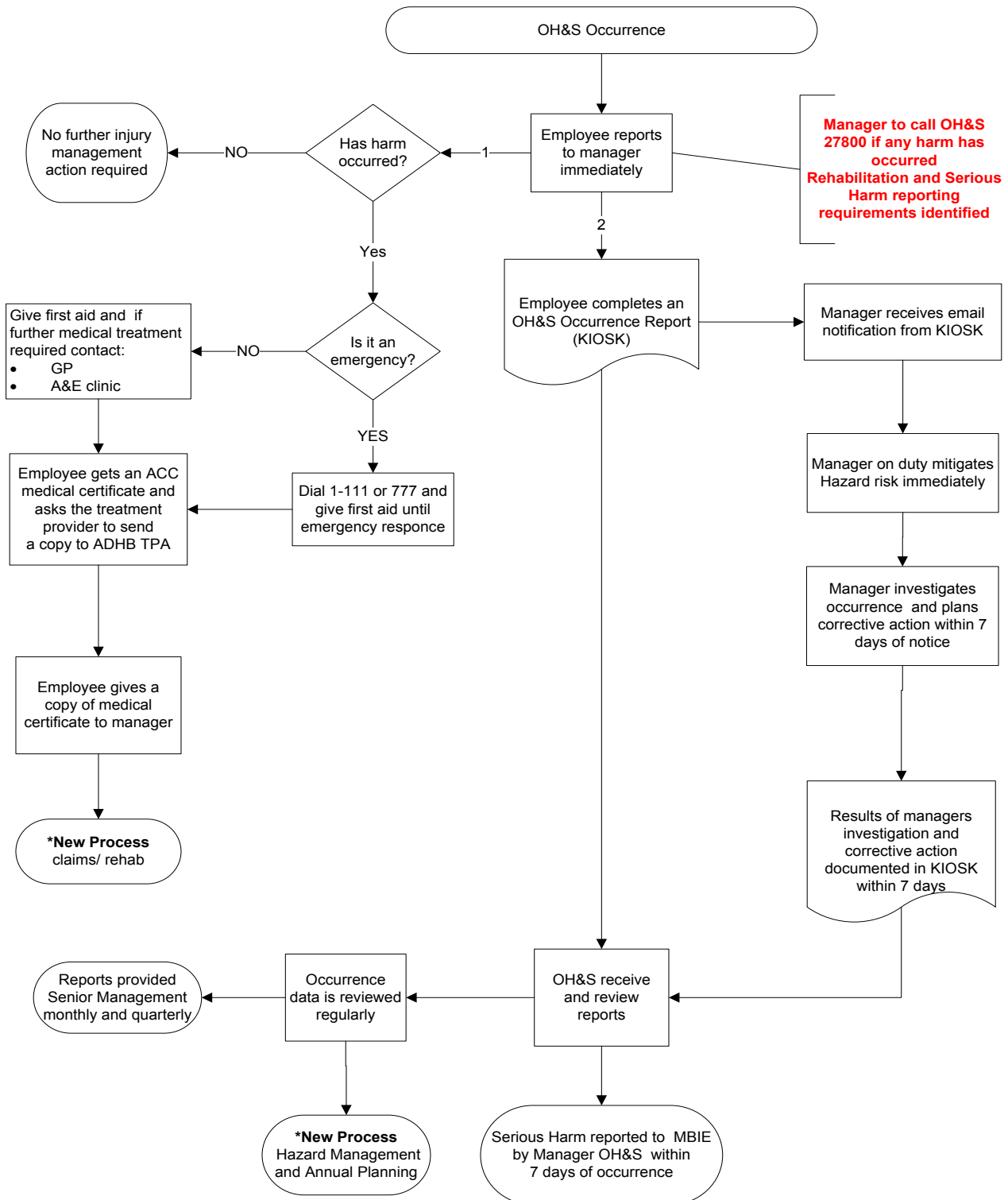
First Schedule, HSE Act 1992

Until such an Order in Council is made, the following types of harm are defined in Schedule 1 as “serious harm” for the purposes of the Act:

- Any of the following conditions that amounts to or results in permanent loss of bodily function, or temporary severe loss of bodily function: respiratory disease, noise-induced hearing loss, neurological disease, cancer, dermatological disease, communicable disease, musculoskeletal disease, illness caused by exposure to infected material, decompression sickness, poisoning, vision impairment, chemical or hot-metal burn of eye, penetrating wound of eye, bone fracture, laceration, crushing.
- Amputation of body part.
- Burns requiring referral to a specialist registered medical practitioner or specialist outpatient clinic.
- Loss of consciousness from lack of oxygen.
- Loss of consciousness, or acute illness requiring treatment by a registered medical practitioner, from absorption, inhalation, or ingestion, of any substance.
- Any harm that causes the person harmed to be hospitalised for a period of 48 hours or more commencing within 7 days of the harm’s occurrence.

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5. Process flow-chart



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6. Roles & Responsibilities

Process	Person Responsible	Action Required	When
OH&S Occurrence Reporting	Person who has experienced occurrence. (or another on their behalf)	<ol style="list-style-type: none"> 1. Seek appropriate medical assistance if required 2. Fill out a KIOSK OH&S Occurrence Report and report to manager. 	<p>Immediately</p> <p>Within 24 hours</p>
Immediate response to report	Person in charge of the workplace (Manager on duty)	<ol style="list-style-type: none"> 1. Ensure the person receives first aid &/or medical attention if required 2. Mitigate the immediate risk to others 3. Ensure an OH&S Occurrence Report is completed by the employee. 4. Report Serious Harm to Manager OH&S (Ext: 4882) 5. Follow instruction from Manager OH&S regarding Serious Harm 6. Investigate the occurrence by speaking with the staff member and reviewing accident site &/or details. 7. Plan remedial action required to mitigate immediate risk of harm to others and provide long term hazard management as required. 8. Log into KIOSK and document hazard management actions taken and planned. 9. Report back to employee. 	<p>Immediately</p> <p>ASAP</p> <p>ASAP</p> <p>ASAP</p> <p>Within 24 hours</p> <p>Within 7 days</p> <p>Within 7 days</p> <p>Within 7 days</p> <p>Within 7 days</p>
Management of the OH&S Occurrence Reporting process	RC Manager	<ol style="list-style-type: none"> 1. Ensure that all employees in area are aware of the requirement to report work injuries and near misses. 2. Ensure that procedures for reporting, recording and investigating an Occurrence are established in the Responsibility Centre, including any corrective action. 	<p>Ongoing</p> <p>Ongoing</p>
		<ol style="list-style-type: none"> 3. Ensure hazard management action plans that result from OH&S Occurrence reports are completed. 	<p>6 monthly</p>
Employee Participation	H&S Rep	<ol style="list-style-type: none"> 1. As per defined roles and responsibilities outlined in the OH&S Committee Terms of Reference. 	<p>Ongoing</p>

Process	Person Responsible	Action Required	When
OH&S Occurrence Analysis	OH&S	<ol style="list-style-type: none"> 1. Review all OH&S Occurrence reports submitted. 2. Forward Serious Harm reports to MBIE (formerly Department of Labour). 3. Review all OH&S Occurrences reported into a central Accident register. 4. Analyse data to identify trends considered with injury prevention strategies. 5. Complete monthly statistical reports and forward to senior management as required. 	Daily Within 7 days of occurrence Monthly Quarterly/ Annually Monthly/ Quarterly and as requested
Management support	Senior Management	<ol style="list-style-type: none"> 1. Review OH&S Occurrence data trends. 2. Prevention initiatives supported as per recommendations from OH&S. 	Monthly/ Quarterly Ongoing

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7. Legislation

- Health & Safety in Employment (HSE) Act (1992)
- Accident Compensation (ACC) Act 2001.

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8. Associated ADHB documents

- [Contractor's Health & Safety Requirements](#)
- [Health & Safety](#)
- [Reportable Events](#)
- [Blood & Body Fluid Accidents](#)
- [Hazard Management](#)

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9. Corrections and amendments

The next scheduled review of this document is as per the document classification table (page 1). However, if the reader notices any errors or believes that the document should be reviewed **before** the scheduled date, they should contact the owner or the [Document Controller](#) without delay.

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