

OH&S OCCURRENCE

Overview

This Document

This document covers the following topics relating to staff occurrence reporting, recording & investigation.

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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).

Scope

This policy applies to:

- All ADHB employees
- Students
- Volunteers
- Contractors

Associated Documents

The table below indicates other documents associated with this policy.

Type	Document Titles
Board Policies	<ul style="list-style-type: none"> • Health & Safety • Reportable Events
Health & Safety	<ul style="list-style-type: none"> • Blood / Body Fluid Accidents • Hazard Management
Legislation	<ul style="list-style-type: none"> • Health & Safety in Employment Act (1992) • Injury Prevention, Rehabilitation and Compensation Act 2001.

OH&S OCCURRENCE

Policy

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

Is an undesired event that results or has the potential to result in harm to people, damage to property or loss to process 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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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
 - 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 Occupational Health & Safety legislation.
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Commitment

ADHB is committed to:

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

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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Work Injury Claims

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

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

Communication & Training

ADHB will ensure that:

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

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

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Policy, Continued

Obligation to Report

The HSE Act 1992 makes it clear that staff have a 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

Employee OH&S Occurrence Reporting Process

Follow the steps below to report an OH&S occurrence as an employee

Step	Action
1.	Seek appropriate medical assistance if required.
2.	All OH&S Occurrences must be reported (within 24 hours) to the manager in charge of the work place.
3.	Log into KIOSK and lodge occurrence details, or request manager do so on your behalf if necessary. For any access queries contact Ext. 279000.
4.	An OH&S Occurrence report will automatically be forwarded to your manager.
5.	The manager will complete the Occurrence Action and submit to OH&S.

Manager OH&S Occurrence Reporting Process

Follow the steps below to report an OH&S occurrence as a manager

Step	Action
1.	Assist staff member to seek medical assistance if required.
2.	Ensure that any immediate hazard is addressed so that harm does not occur to another person.
3.	Report Serious Harm immediately to OH&S if applicable, on Ext. 278000. See Serious Harm definition on page 6.
4.	Log into KIOSK and lodge action occurrence details. For any access queries contact Ext. 279000.
5.	Your report will automatically be forwarded to OH&S.

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Policy, Continued

Audit & Review

Activity regarding reporting and recording of OH&S Occurrences will be reported to employees via the H&S Committee system.

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.

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Serious Harm

Serious Harm

All Serious Harm injuries occurring within ADHB services must be reported to 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.
- Serious harm to contractors to be reported in accordance with the [Contractors H&S 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 Department of Labour as soon as possible and in writing (with the full circumstances of the injury) within 7 days.

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Serious Harm, Continued

Serious Harm Is

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.

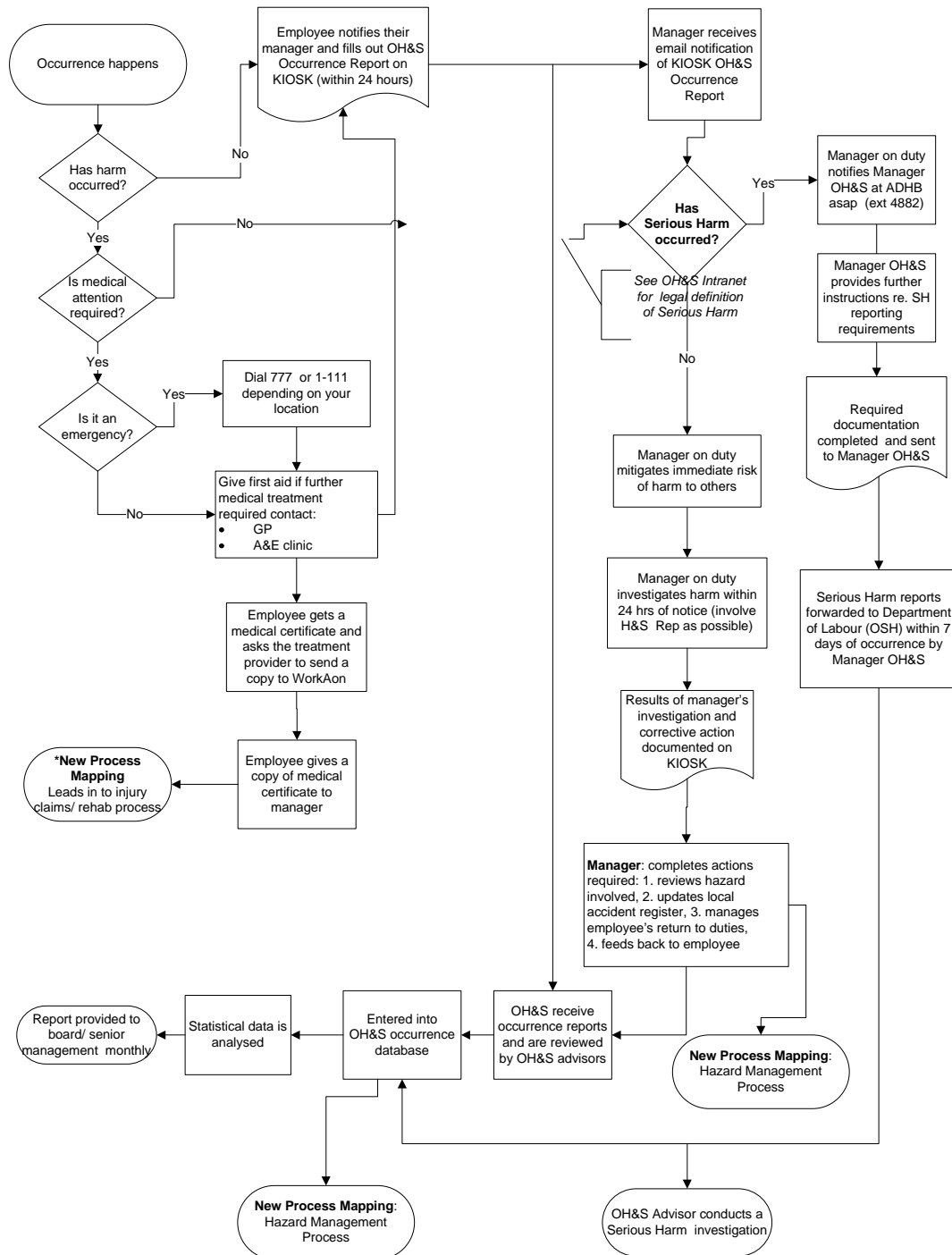
First Schedule, HSE Act 1992

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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Process Flowchart



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Roles & Responsibilities

Process	Person Responsible	Action Required	When
OH&S Occurrence Reporting	Person who has experienced occurrence.	1. Fill out a KIOSK OH&S Occurrence Report and report to manager.	Immediately
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 6. Investigate Occurrence to establish root cause. 7. Report back to employee. 	Immediately ASAP ASAP ASAP Within 24 hours Within 24 hours Within 24 hours
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 is established in the Responsibility Centre, including any corrective action. 3. Ensure action plans that result from OH&S Occurrence reports are completed. 	Ongoing Ongoing 6 monthly
Employee Participation	H&S Rep	1. As per defined roles and responsibilities outlined in the OH&S Committee Terms of Reference.	Ongoing
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 OSH (Department of Labour). 3. Record 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