**ACCIDENT/INCIDENT MANAGEMENT**

Incident Management involves recording and investigating any incidents that have occured. These incidents may be accidents, incidents or near misses.

Note: the Accident/Incident Register must be kept for 5 years after the last entry.

**ACCIDENT (Notifiable Event)**

Any unexpected, unplanned or undesired event or circumstance that has a negative implication; it results in harm to people, loss of life (notifiable events), or damage to property.

**NEAR MISS**

An unexpected and unplanned event or series of events that did not result in injury, illness or damage to property, equipment, materials or the environment – but had the potential to do so under slightly different circumstances. Only a fortunate break in the chain of events prevented an injury, fatality or damage.

**INCIDENT**

An event or series of events that has taken place or occurred which may or may not have resulted in a near miss or accident.

All incidents, including the near misses must be investigated and followed up. Research has proven that near misses, can be a precurser to an incident, and indicate that an incident is a higher risk with the potential for higher damage or more severe injuries.

**RESPONSIBILITIES**

The PCBU (Parish/Ministry Unit) is responsible for:

* Preventing accidents and injury by providing a safe environment as far as practicable
* Taking all reasonably practicable steps to ensure the appropriate forms are available for accident reporting – serious harm accidents must be reported in writing within 12 hours of the event occuring, to the Occupational Safety and Health Service of Worksafe NZ copied to the Diocesan Office
* Arranging appropriate first aid and emergency care where required if an accident does occur
* Ensuring any hazard that is identified as the cause of the event is eliminated or minimised in accordance with the requirements of the Health and Safety at Work Act 2015
* Acting as the health and safety representative, including liaison with the Diocese, which will lead in contacting Worksafe and/or ACC and with any investigation that may follow

Date:

Next Update: