
Macleans College - POLICIES & DIRECTIVES

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Accident Prevention, Reporting and Investigation

HAZARD MANAGEMENT:

The Health and Safety Co-ordinator will identify, evaluate and implement control measures for all hazards. Major avenues to achieving this will be through the Health and Safety Committee.

Hazard Registers

All local hazards and incidents are to be recorded in a Hazards Register maintained by the Health and Safety Co-ordinator.

All significant hazards must be eliminated where practicable. Where it is impracticable to eliminate a hazard, it should be isolated and where it is impracticable to eliminate or isolate a significant hazard, it must be minimised and employees protected and monitored.

Every manager is responsible for regularly reviewing all the hazards in their area of responsibility. They will advise the Health and Safety Co-ordinator of any hazards not contained in the register so that newly identified hazards are added and staff informed. The Health and Safety Co-ordinator must advise the Health and Safety Committee of any additions to the Hazards Register.

REPORTING OF ACCIDENTS INCLUDING NEAR MISSES:

All injury accidents and incidents, where serious harm could have resulted, are to be reported immediately to both the School Nurse and Health and Safety Co-ordinator.

1. When an accident of a serious nature has occurred, the form "*Injury and Incident Form*" is to be completed. This form is available under All programs>Communication>Forms>. It must be completed and forwarded to both to the Health and Safety Co-ordinator and the nearest OSH office within 7 days of the accident occurring. A copy is to be held by the Health and Safety Co-ordinator for file purposes. An investigation will be carried out by a member of the SMT and the Health and Safety Co-ordinator.
2. If the accident is likely to attract press coverage and/or public comment, the Principal or a designated senior manager, should be advised immediately. Only a designated person should handle the media/public relations.
3. All minor accidents and incidents which did not result in injury or where serious harm would not have resulted, are also to be reported. The form "*Injury and Incident Form*" is to be completed by the person affected or the teacher responsible in the case of an incident with a student. A copy must be sent to the Health and Safety Co-ordinator and school nurse for file purposes.

ACCIDENT INVESTIGATION:

The Health and Safety Co-ordinator will initiate the investigation of any accident, if necessary, co-opting assistance from the School Nurse.

Investigations may be required to be carried out by college staff, WorkSafe NZ inspectors, NZ Police or consultants depending on the circumstances.

The form "*Injury and Incident Report*" is to be completed and forwarded to WorkSafe NZ, with a copy held by the Health and Safety Co-ordinator.

Staff are requested not to disturb an accident scene where serious harm was caused (or could have been caused) until the accident investigator arrives (other than to ensure safety of personnel).