

Notifiable Events Reporting Policy

Policy Statement

Anglican Movement is committed to fulfilling our legal obligations to report Notifiable Events to WorkSafe, and to cooperate fully with any related investigations.

Purpose

We seek to ensure that our mission units, ministries, and operational areas understand what constitutes a Notifiable Event, the legal requirement to report such an event, and how to report these internally to enable Diocesan Management to notify WorkSafe in a timely manner.

Scope

This policy is to be read in conjunction with our Incident Management Policy and applies to all our mission units, ministries, and operational areas. It specifically recognises our obligation to report certain types of events to Worksafe New Zealand. These notifiable events comprise the following:

- the death of a person
- a notifiable injury or illness
- a notifiable incident

Definitions

Notifiable Injury or Illness

In the Act, unless the context otherwise requires, a notifiable injury or illness, in relation to a person, means:

- a. an injury or illness requiring the person to have immediate treatment for any of the following:
 - i. the amputation of any part of his or her body
 - ii. a serious head injury
 - iii. a serious eye injury
 - iv. a serious burn
 - v. the separation of a person's skin from an underlying tissue (such as de-gloving or scalping)
 - vi. a spinal injury
 - vii. the loss of a bodily function
 - viii. serious lacerations

- b. an injury or illness that requires the person to be admitted to a hospital for immediate treatment
- c. an injury or illness that requires the person to have medical treatment within 48 hours of exposure to a substance
- d. any infection to which the carrying out of work is a significant contributing factor, including any infection that is attributable to carrying out work:
 - i. with micro-organisms
 - ii. that involves providing treatment or care to a person
 - iii. that involves contact with human blood or bodily substances
 - iv. that involves handling or contact with animals, animal hides, animal skins, animal wool or hair, animal carcasses, or animal waste products
 - v. that involves handling or contact with fish or marine mammals
- e. any other injury or illness prescribed by regulations

Notifiable Incident

In the Act, unless the context otherwise requires, a notifiable incident means an incident in relation to a workplace that exposes a member or any other person to a serious risk to that person's health or safety arising from an immediate or imminent exposure to:

- a. an escape, spillage, or leakage of a substance
- b. an implosion, explosion, or fire
- c. an escape of gas or steam
- d. an escape of a pressurised substance
- e. electric shock
- f. the fall or release from a height of any plant, substance, or thing
- g. the collapse, overturning, failure, or malfunction of, or damage to, any plant that is required to be authorised for use in accordance with regulations
- h. the collapse or partial collapse of a structure
- i. the collapse or failure of an excavation or any shoring supporting an excavation
- j. the inrush of water, mud, or gas in workings in an underground excavation or tunnel
- k. the interruption of the main system of ventilation in an underground excavation or tunnel
- l. a collision between 2 vessels, a vessel capsize, or the inrush of water into a vessel
- m. any other incident prescribed by regulations. For example, Regulation 6 of the Health and Safety At Work (Asbestos) Regulations 2016 at:
<http://www.legislation.govt.nz/regulation/public/2016/0015/latest/DLM6729798.html>

Process

When a notifiable event occurs within the Diocese or related to Diocesan work, the Health and Safety Coordinator or the person in charge on site at the time shall do the following:

1. Ensure that the scene of the accident is not disturbed until authorised by a Worksafe Inspector. However, this rule does not prevent any action to:
 - assist an injured person
 - to remove a deceased person
 - that is essential to make the site safe
 - to minimise the risk of a further notifiable event
 - that is done by, or under the direction of, a police officer constable acting in his or her duties
2. Immediately notify the Diocesan Manager (by phone call, text, or an email flagged as urgent), who will notify Worksafe NZ of the event as soon as possible
3. Notify other responsible persons (clergy, vestry etc.)
4. Record details of the incident and/or add a new event in Risk Manager
5. Investigate the accident to identify the hazards and risks involved
6. If requested by Worksafe, the Diocesan Manager will work with the mission unit, ministry, or operational area to provide Worksafe with a written report of the accident within 48 hours of such a request. The report form is available from: <http://www.worksafe.govt.nz>