

Motuihe Trust

Health and Safety Management



2017

Contents

Page**Contents**

Foreword	3
Health and Safety Policy	4
Responsibilities and Accountabilities	5
Hazard Identification and Management	6
Methodology	6
Near Miss Report Form	7
The Assessment of Risk	8
Motuihe Trust Hazard/Risk Register	9
Induction and Training	18
Induction Checklist	19
Competency/Training Register	20
Managing Contractors and Visitors	21
Motuihe Trust Induction for Contractors	22
Emergency Procedures	23
Accident Recording and Reporting	24
Accident Report Form	25
Accident Investigation Form	26
Review and Document Control	28

Foreword

The Motuihe Trust ('The Trust') understands that it has a responsibility to ensure that volunteers and contractors that work with the Trust are not hurt while undertaking project tasks. While the Trust currently does not have employees, it has a duty of care to all its volunteers and visitors that the Trust may interact with. The Trust considers that it is a Volunteer Association under section 17 of the Health and Safety at Work Act 2015.

This manual sets down the Health and Safety standards required by volunteers and contractors.

The Trust will maintain its Health and Safety information on the Trust's document storage in Dropbox or the website and send copies to Team Leaders.

The Trust expects all people to follow correct Health and Safety procedures and all volunteers are encouraged to advise each other when we are not following the correct procedures.

The Trust will appoint a Health and Safety Co-ordinator that will organise the management of Health and Safety at the Motuihe Trust. The Trust will receive a report on Health and Safety issues at each meeting.

The Manual and the policy statement will be reviewed by the Trust or a delegated person every two years.

Health and Safety Policy

The Motuihe Trust will carry out its operations with every effort made to protect the Health and Safety of volunteers, stakeholders and contractors.

The Trust, with regular stakeholder input and review, will establish a safe working culture and strongly encourage safe working practices when people are undertaking tasks for the Trust. The Trust is committed to meeting and complying with the relevant legislative standards.

All Team Leaders are expected to manage the safety of their tasks and ensure that the volunteers are trained and managed to acceptable safety levels.

Volunteers and contractors will be required to comply with the safe working procedures which apply to their tasks.

Accident reporting and investigation is an integral part of the Trust's procedures and will be encouraged.

The Trust will strive to continue to improve health and safety. Safety is the responsibility of every individual.

Chair
Motuihe Trust

Responsibilities and Accountabilities

It is every individual's responsibility to be familiar with and carry out their on-going activities safely.

Motuihe Trust

Provide leadership and direction to ensure the implementation of the Trust's Health & Safety procedures:

- Develop and communicate safety procedures to all Volunteers.
- Ensure that new Volunteers receive adequate induction and training to do their tasks safely and / or are supervised until they are competent.
- Ensure that Volunteers are provided with adequate emergency response information.
- Ensure prompt reporting, investigating and follow-up for incidents involving harm or damage (actual or potential).
- Ensure that Volunteers understand that they can discuss Health and Safety issues with the Trust.
- Ensure that there are sufficient facilities on the island to handle all anticipated emergencies that could involve Volunteers and Stakeholders to the Trust

Volunteers

Take care of Health and Safety for themselves and others. This includes:

- Follow the Trust's health and safety procedures
- Raise any Health and Safety concerns with the Trust.
- Immediately notify the Trust of any incident involving injury or damage (actual).
- Ensure that you operate in a manner that ensures your own and others safety.
- Ensure that you understand what your responsibilities are in emergencies.
- Bring their own medication that could be relevant. This includes medication for allergic reactions and sun block.

Team Leaders

Take care of Health and Safety for themselves and others. This includes:

- Ensure that all Volunteers have been inducted. If not complete an induction or organise the induction to be completed.
- Ensure that Volunteers and Stakeholders follow the Trust's health and safety procedures
- Carry a first aid kit
- Know the evacuation assembly points for the island
- The responsibilities include those of Volunteers

Contractors (Person in Control of a Business or Undertaking) (PCBU)

Take care of Health and Safety for themselves and others. This includes:

- Follow the Trust's health and safety procedures
- Raise any Health and Safety concerns with the Trust.
- Immediately notify the Trust of any incident involving injury or damage (actual).
- Ensure that you follow agreed safety procedures

Hazard Identification and Management

Methodology

Preamble

- A register of hazards/risks will be maintained by the Trust.
- The Register will be maintained on the controlled document register.
- Volunteers will view a list of hazards/risks as part of induction.
- The Trust will consider all aspects on how to manage the hazard/risk including eliminating and isolating the hazard/risk
- Risks Assessment will be taken.
- Contractors will view the hazard/risk list for the project as part of induction if this is appropriate.
- In the event that we need specialist advice, the Trust will consult Bruce Gulley from OH&S Services Ltd, our Health and Safety Consultant. Phone 021756551

Procedure

- Actual and potential hazards will be identified in the workplace using the "Near Miss Report" Form.
- The Health and Safety Coordinator will review any volunteer's input and include the hazard on the Hazard Register if appropriate.
- The hazard will be assessed against the risk matrix. .
- Controls will be developed as appropriate using Specialist advice and other volunteer's knowledge.

Motuihe Trust
Near Miss Report Form
Reporting unsafe acts or situations

Name of Volunteer: **Date of Incident:**

Site of Incident: **Time of Incident:**

Name of any witness: **Designated Tasks:**

Name of person(s) completing this form:

What Happened: (Describe Incident)

Are there photos or videos available Yes No

How serious could it have been: (Describe possible outcomes either injury to people or damage to property)

Corrective Action (What do you think should be done)

Signed **Date**

Corrective Action Confirmed (What was done)

Signed off by Trust **Date**

Name

The Assessment of Risk

Risk is assessed based on following table from ISO 17776

Severity rating	Consequence				Increasing Probability				
	People	Environment	Assets	Reputation	A Never occurred in Industry	B Has occurred in Industry	C Has occurred in Company	D Multiple occurrence per year in Company	E Multiple occurrence per year at Location
0	zero harm	zero effect	zero damage	zero impact	<div style="background-color: #00FF00; padding: 5px; text-align: center;"> Low Risk Manage for continued improvement </div>				
1	slight harm	slight effect	slight damage	slight impact					
2	minor harm	minor effect	minor damage	limited impact	<div style="background-color: #FFFF00; padding: 5px; text-align: center;"> Medium Risk Incorporate risk-reducing measures </div>				
3	major harm	local effect	local damage	considerable impact					
4	single fatality	major effect	major damage	national impact	<div style="background-color: #FF0000; padding: 5px; text-align: center;"> High Risk Fail to meet screening criteria </div>				
5	multiple fatalities	massive effect	extensive damage	international impact					

Motuihe Trust Hazard/Risk Register

Working on Island

Date: Last Updated April 2017

Task/Item/Process	What Can Cause Harm	Possible Outcomes	Risk	Management Eliminate, Substitute, Isolate and Engineering Controls, Administrative Controls and/or PPE
<u>Vehicle use - general</u>	Lose control of vehicle, collision. Brake failure, fatigue. Goods moving inside vehicle causing injury.	Crushing Broken Bones Death	Medium	Drive to conditions within speed limits. Ensure the potential for fatigue is managed by recognising fatigue and observing safe driving hours. Vehicle to have first aid kit. Fire extinguishers must be carried in vehicles. Radio (where fitted) to be kept on at all times while in or near vehicle. Secure loose gear that is inside the vehicle or tie down on vehicle deck.
<u>Adverse weather (rain, cold, storm)</u>	Wind, cold, glare, rain (flooding), lightning storm, hail.	Hypothermia, frostbite	Low	Prepare for adverse weather. Carry extra clothing and shelter if required. Ensure adequate water supply. Use weather forecasts to aid decisions prior to and during the field trip. Be aware of the effect that adverse weather can have on topography and other aspects of the work sites. Share the work load and monitor team members Ensure that emergency shelter is available. Provide hot drinks if appropriate.

Motuihe Trust Hazard/Risk Register

Working on Island

Date: Last Updated April 2017

Task/Item/Process	What Can Cause Harm	Possible Outcomes	Risk	Management Eliminate, Substitute, Isolate and Engineering Controls, Administrative Controls and/or PPE
<u>Adverse weather (sun, heat)</u>	Exposure to direct sunlight/UV.	Heat exhaustion. Radiation/dehydration/hyperthermia	Low	Expect adverse weather and be prepared for it. Ensure adequate water supply, and if appropriate sunscreen and hat. Use weather forecasts to aid decisions prior to and during the field trip. Share the work load and monitor team members. Have sun block available
<u>Bird & wildlife monitoring</u>	Wildlife	Harm from catching equipment/techniques. Infection/disease from bird bites, scratches & punctures.	Low	Ensure staff familiar with the animals encountered and their habits. Cover broken skin before handling wildlife and clean hands thoroughly with antibacterial wipes/lotion after handling wildlife. Team trained in techniques and equipment use prior to undertaking catching or telemetry work.
<u>Food services, food preparation, safety in the kitchen</u>	Unhygienic food preparation	Food poisoning, burns and cuts	Low	Take care with sharp objects and hot equipment. Ensure electrical appliances are all compliant. Limit number of people if necessary. Ensure proper hand cleaning is available, including anti-bacterial soaps and towels (prefer paper) in washrooms. Regular checking that the kitchen area is clean.

Motuihe Trust Hazard/Risk Register

Working on Island

Date: Last Updated April 2017

Task/Item/Process	What Can Cause Harm	Possible Outcomes	Risk	Management Eliminate, Substitute, Isolate and Engineering Controls, Administrative Controls and/or PPE
<u>Guided walks</u>	Terrain environment	Getting lost Slips and falls	Low	One guide is required per party Take a first aid kit Monitor weather. Carry a mobile phone Guide to give verbal briefing to all participants on the plan, the time to be away, hazards and what to do if lost. Conduct periodic counts for all present.
<u>Guiding at night</u>	Slipping and falling. Lost	Hypothermia Exposure	Medium	Carry torch, spare bulb and batteries. Assess local conditions and thoroughly plan night route. Always advise other members of the party if moving away from them. Carry communication. Team members to be well equipped with warm clothing.
<u>Manual Handling</u>	Incorrect use of tools or lifting	Sprains and strains. Crushing. Slips, twisting, compression.	Low	Minimise the need for lifting heavy loads by choice of equipment, position of equipment. Seek assistance when lifting heavy or awkward loads. Use wheel barrow or other mechanical device. See Manual Handling guidelines http://www.osh.govt.nz/order/catalogue/pdf/manualcode.pdf

Motuihe Trust Hazard/Risk Register

Working on Island

Date: Last Updated April 2017

Task/Item/Process	What Can Cause Harm	Possible Outcomes	Risk	Management Eliminate, Substitute, Isolate and Engineering Controls, Administrative Controls and/or PPE
<u>Wasp, bee, insect stings</u>	Wasps Hives	Allergic reaction, anaphylactic shock etc.	Low	Volunteers may use insect repellent. Specific prescribed anti-histamines to be carried by any individuals with a known history of allergic reaction. Identify at risk team members at team briefing - allergies, likely reactions, appropriate medication and treatment prior to departure. Use caution near any areas with bee or wasp nests, and stay away from nests. Where possible avoid areas or times of year when wasp activity is high.
<u>Working alone</u>	Environment	Injury, lack of assistance and/or treatment, lost	Medium	At all times carry mobile phone. Advise DOC Ranger that you are present on the island. Maintain scheduled check in times and always leave intended locations/routes and ETA at base or with team leader. Check weather. Carry first aid kit. Ensure you are trained in task being undertaken and competent to work alone.

Motuihe Trust Hazard/Risk Register

Working on Island

Date: Last Updated April 2017

Task/Item/Process	What Can Cause Harm	Possible Outcomes	Risk	Management Eliminate, Substitute, Isolate and Engineering Controls, Administrative Controls and/or PPE
<u>Hand Tool Use</u>	Use of a variety of hand tools including manual/electric screwdrivers, hammer, grubber etc. Heavy objects. Sharp blades/objects. Flying objects Extended use (loss of control)	Lacerations Vibration Impacts/bruising Entanglement	Low	Recommended relevant PPE includes gloves, safety boots, overalls, leg protection and protective glasses if considered necessary by supervisor. Be aware of the location of others and work at least 3 metres apart. Do not carry tools over the shoulder. Correct sharpening procedure to be used and tools maintained regularly. Where necessary, warning signs in area of operations where public have access. Check for loose heads on axes, slashers etc.
<u>Chainsaw</u>	The Chain	Laceration Amputation	Medium	Must wear all appropriate safety clothing including helmet, gloves, chaps. Must be trained and have completed recognised chain saw safety course
<u>Angry members of public</u>	The person	Bruising	Low	Remove yourself from the situation as soon as possible Do not argue Report issue to Ranger
<u>Transport by boat</u>	Vessel	Drowning, capsized, hypothermia	Low	Follow the instructions of the skipper. Preferable that a safety briefing is given by skipper before travel. Wear appropriate safety equipment, especially lifejacket if required. Have knowledge of emergency procedures. Ensure a responsible person (or agency) is notified of intentions.

Motuihe Trust Hazard/Risk Register

Working on Island

Date: Last Updated April 2017

Task/Item/Process	What Can Cause Harm	Possible Outcomes	Risk	Management Eliminate, Substitute, Isolate and Engineering Controls, Administrative Controls and/or PPE
Tractor driving	Falling off Being run over Roll over	Death Crushing Fractures	Medium	Trained drivers only are permitted to operate tractor
<u>Riding on tractor or trailer</u>	Falling off Being run over Roll over	Death Crushing Fractures	Medium	Nobody other than the driver is to ride on the tractor or on the trailer.
Riding on tractor Sheep crate	Falling off Being run over	Death Crushing Fractures	Medium	If passengers are carried the rear gate must be securely closed at all times when the tractor is moving
Using tractor implements	The equipment Entrapment Flying material	Burns Lacerations Eye injury	Medium	Only authorised drivers are permitted to operate tractor mounted motorised equipment. Other people to be kept clear of this equipment in operation, especially mower. PTO safety procedures to be followed
Using handheld motorised equipment eg weed eaters	The equipment Entrapment	Burns Lacerations Various	Low	Only approved users are permitted to operate handheld motorised equipment. Protective clothing must be worn. See specific H&S policy in tool-shed for handheld motorised equipment

Motuihe Trust Hazard/Risk Register

Working on Island

Date: Last Updated April 2017

Task/Item/Process	What Can Cause Harm	Possible Outcomes	Risk	Management Eliminate, Substitute, Isolate and Engineering Controls, Administrative Controls and/or PPE
<u>Plant poisoning</u>	The Product	Poisoning	Low	Ensure volunteers are aware of risks Wear appropriate safety equipment as per training.
Spray shed & equipment Spray chemicals	The product Spray drift	Poisoning Skin damage	Low	All persons using spray chemicals to hold a Growsafe certificate, or work under the supervision of a person holding a Growsafe Handler certificate. Protective clothing to be used by all persons using spray chemicals.
Tool shed	The equipment inside	Various	Low	Tool shed to be kept locked. Team leaders or DoC Ranger only to authorise access.
Steep cliffs	Falling	Death Fractures Crushing	Medium	Identify and keep clear of bluffs and steep hillsides ending in bluffs. Fence lines along cliffs to be retained. With a party of more than 2 persons a person must be appointed to identify hazard and warn people to stay away from the edge of bluffs. Children may not participate in Motuihe Project working parties working on/near steep ground.
Abseiling	Falling	Death Fractures Crushing	Medium	Any volunteers must have appropriate certification and be approved by the Trust. Normally only contractors approved by the Trust are to undertake abseiling.

Motuihe Trust Hazard/Risk Register

Working on Island

Date: Last Updated April 2017

Task/Item/Process	What Can Cause Harm	Possible Outcomes	Risk	Management Eliminate, Substitute, Isolate and Engineering Controls, Administrative Controls and/or PPE
Tree Climbing	Falling	Death Fractures Crushing	Medium	Do not climb trees. This is not an activity to be undertaken by volunteers. The risk profile is not acceptable. Can be completed by approved abseillers.
Walking off marked tracks	Slip trip fall	Bruising Fracture	Low	Wear Suitable Footwear. Where hidden hazards are known to exist identify them In a party of more than 2 a person must be appointed to identify hazards, and to encourage the wearing of suitable footwear. Children may not participate in Motuihe work parties away from marked tracks unless supervised by a parent or other adult responsible for their safety
Using/removing nails, staples or wire	Wire springing back Standing on nails	Lacerations Infections Tetanus Eye injuries	Low	Pick up nails, staples and wire to avoid creating hazards. Remove, hammer flush or bend over to eliminate hazard. Wear appropriate footwear. Where more than a party of 2 is involved, one person must be appointed to brief party members on the need for this and encourage any injured people to check the need for a tetanus vaccination with a doctor. Where potential for eye injuries, safety glasses to be worn.

Motuihe Trust Hazard/Risk Register

Working on Island

Date: Last Updated April 2017

Task/Item/Process	What Can Cause Harm	Possible Outcomes	Risk	Management Eliminate, Substitute, Isolate and Engineering Controls, Administrative Controls and/or PPE
<u>Using Potting Mix</u>	Inhalation of the spores	Allergic reaction affecting breathing. Can cause Legionellosis.	Low	Use a dust mask when using potting mix Read the safety instructions on the bag Damp the product if appropriate Wash hands after using.
<u>Fire or Bush Fire</u>	The Flames or smoke	Burns Asphyxiation Death	Low	Control ignition sources around fuel Ensure people know the evacuation assembly points The Wharf The Beach at the southern end The Ranger Station

Induction and Training

All new volunteers will undertake an induction process when they start with the Trust, using the Induction Checklist. The volunteer will be emailed/delivered the form and the hazard register and asked to read and complete the documentation

New volunteers will work with a Team Leader on the first two field trips, or until they are deemed competent in their tasks by the Team Leader.

Team Leaders are appointed by the Trust.

Volunteers to Motuihe will include

- School Groups
 - Teachers and supporting parents will be sent safety material and they will undertake to explain to the party the safety issues.
- Corporates
 - The Business will be sent safety material and they will undertake to explain to the party the safety issues.
- Organised Groups or Clubs
 - The Group will be sent safety material and they will undertake to explain to the party the safety issues
- Regular or New Volunteers
 - The Individual will be sent the safety material and they will confirm they have read and understood the safety issues

Training and Competency

Training and competency will be recorded on the following form.

Motuihe Trust Induction Checklist

Instructions:

Thanks for offering to be a volunteer.

As a volunteer for the Motuihe Trust we are required to ensure that we have briefed you on the safety issues for the task that you are volunteering to do.

We have prepared some simple documentation for you to read and check that you understand the risks involved in the task that you have volunteered to. Under the current health and safety legislation you are regarded as an “employee” of the Trust.

1. Please check the hazard register that you understand the “controls” that we have suggested to ensure that you do not get hurt while in the bush or on other sites. If so please tick the box. If in doubt talk to your Team Leader.
2. If you have an accident then you need to advise your Team Leader. We will have a small form to complete.
3. When you arrive and leave the island you need to tell your team leader.
4. In the event of an emergency on the island try to make phone contact and dial 111.
5. We recommend that you wear stout footwear in the bush, always take some food and water and during the day you wear appropriate clothing, at night have a torch.
6. Bring sun screen and any other medication that you require such as anti-histamine.
7. Do not undertake any tasks you do not feel comfortable with and/or are not trained to do, for example the setting of traps.
8. In some cases the training will involve reading training material.

Name: **Date Started**.....

Contact name **Contact Phone**.....

Please circle one of Yes or No

- | | |
|--|--------|
| I have read and understand the hazard register and the controls. | Yes/No |
| I understand the need to report accidents to team leader. | Yes/No |
| I understand the need to communicate when I begin and complete a task | Yes/No |
| I understand the emergency procedures | Yes/No |
| I understand that I should wear appropriate clothing, have suitable food and drink and carry any specific medication such as anti-histamine or asthma medication | Yes/No |

I have read and understand the procedures discussed above.

..... Signature Name Date:

For office use

If any special training is required please indicate

- | | |
|--|--|
| <input type="checkbox"/> Track Maintenance
<input type="checkbox"/> Grow Safe (for mixing chemicals)
<input type="checkbox"/> Use of Chainsaw
<input type="checkbox"/> Chemical Application
<input type="checkbox"/> _____ | <input type="checkbox"/> Dog Aversion Training
<input type="checkbox"/> Driving Tractor
<input type="checkbox"/> Team Leader
<input type="checkbox"/> Use of weed eater
<input type="checkbox"/> _____ |
|--|--|

Motuihe Trust
Competency/Training Register

TEAM LEADER: _____

NAME	Induction completed	Team Leader	Operating Tractor	Growsafe including Chemical Mixing	Application of chemicals	Pest Control Poisoning	Dog Aversion Training	Track maintenance	Setting a trap	Pest Control Trapping	Use of Chainsaw	Abseiling					

- Level 1: Operates under indirect supervision, is partially competent
- Level 2: Works on own, unsupervised, is fully competent
- Level 3: Competent to train others

Managing Contractors and Visitors

Contractors engaged by the Trust will be expected to follow safe working procedures.

Contractors engaged by the Trust will be a PCBU and under the legislation and have a duty of care to volunteers working for the Trust and to members of the public and other PCBU. The trust will work with PCBU to facilitate this requirement.

All contractors will be required to follow all safety requirements.

- Complete the Contractor Health and Safety Induction. The Health and Safety Co-ordinator or nominee will be responsible to ensure that these are completed.
- Some contractors will be required to either facilitate or undertake tool box talks.
- They will make Trust volunteers aware of any hazards or dangers that they might expose them to.
- The contractor will provide a Site Specific Safety Plan for the project.
- In the event that a contractor fails to follow reasonable instructions they will be asked to leave the worksite.

The selection criteria for contractors will be based on the skills and experience to undertake the task, personal references, discussions and an assessment of the Health and Safety documentation.

Motuihe Trust Induction for Contractors

This form maybe filled out on the first occasion onto the island.

Induction of:

From:

By: pp Motuihe Trust

Task:

Date: / /

Hazards/Risks in work area	<input type="checkbox"/>
Emergency procedures	<input type="checkbox"/>
Evacuation point	<input type="checkbox"/>
Ability to do job safely verified	<input type="checkbox"/>
Hazards/Risks that contractor may cause employees discussed	<input type="checkbox"/>
Safety procedures on site	<input type="checkbox"/>
Appropriate safety equipment and PPE	<input type="checkbox"/>
Site Specific Safety Plan (if appropriate)	<input type="checkbox"/>
Accident Reporting Procedures discussed	<input type="checkbox"/>

Particular hazards discussed

- 1.
- 2.
- 3.

Signed:
(Trust)

Signed:
(Contractor)

I understand that I may be asked to leave the site if I do not follow appropriate safety procedures.

Date: / /

Emergency Procedures

The Trust has identified the following potential emergencies at its site. The following are the procedures that will be used in the event of an emergency.

1. Accident

- Apply First Aid. Make injured person safe.
- Attend first to injuries where death could result if not treated immediately e.g. stop blood loss if an artery is severed, restore breathing or provide CPR if necessary;
- Clarify if injured party has any medication that maybe necessary such as asthma or anti-histamine
- Use phone or cell phone to phone for help i.e.
 - **111** emergency services,
 - National Poison Centre 0800 764 766 (03) 474 7000;
- Take charge until help arrives e.g. place unconscious patients in recovery position. Wait for Emergency services. Treat minor injuries;
- In cases of chemical poisoning each chemical will require different treatment. Ascertain appropriate treatment e.g. drink water or milk, induce vomiting or wash skin with large quantities of water. **Check Safety Data Sheets first.**

2. Fire Emergency Procedure

1. Sound Alarm
 - (a) Dial **111**
 - (b) Request Fire Service
 - (c) Give full address as Motuihe Island Hauraki Gulf
 - (d) Give contact phone number
 - (e) Stay on the line to answer any questions
2. Evacuate to the wharf, the beach or the rangers station as appropriate.

The Health and Safety Co-ordinator is responsible for maintaining emergency procedures.

Accident Recording and Reporting

All accidents will be recorded on the following form.

In the event of a notifiable injury it will be the Health and Safety Co-ordinator responsibility to notify the WorkSafe NZ 0800 030 040. The Health and Safety Consultant will also assist. 021756551

Where necessary an accident investigation will be carried out using the following form. The Health and Safety Co-ordinator or nominee will undertake the investigation.

Motuihe Trust

Accident Report Form

Name of Employee: **Date of Accident:** / /

Site of Accident: **Time of Accident:**

Name of any witness: **Designated Tasks:**

Part of Body Injured:

- | | | |
|---|-------------------------------|--|
| <input type="checkbox"/> Head | <input type="checkbox"/> Neck | <input type="checkbox"/> Back |
| <input type="checkbox"/> Arm | <input type="checkbox"/> Leg | <input type="checkbox"/> Multiple Location |
| <input type="checkbox"/> Systemic (Internal injuries) | <input type="checkbox"/> Hand | <input type="checkbox"/> Foot |
| <input type="checkbox"/> Other | | |

What caused the physical injury

- | | | |
|--|--|---|
| <input type="checkbox"/> Lifting | <input type="checkbox"/> Heat | <input type="checkbox"/> Repetitive task |
| <input type="checkbox"/> Slip or Trip | <input type="checkbox"/> Foreign body | <input type="checkbox"/> Fall |
| <input type="checkbox"/> Laceration | <input type="checkbox"/> Being Hit by object | <input type="checkbox"/> Electricity |
| <input type="checkbox"/> Hazardous Substances | <input type="checkbox"/> Biological | <input type="checkbox"/> Pressure (explosion) |
| <input type="checkbox"/> Entrapment in machine | <input type="checkbox"/> Other | |

Severity of Accident

Was the accident only minor and no accident investigation completed

- Yes No

Was the accident Notifiable Yes No

Was WorkSafe NZ Notified 0800 030 040 Yes No

Did the person require:

- First aid Medical treatment (doctor/physio) Hospitalisation

Medical treatment

Did the person go to the Doctor or Physio Yes No

Did the Company receive ACC 45 ACC 18

What Happened: (Describe accident)

Signed **Date**

Name

Motuihe Trust

Accident Investigation Form

(To Be Filled Out In Conjunction with Accident Report Form)

Type of Incident Accident Incident Near Miss

Name of Employee: **Date of Accident:**

Place of Accident: **Time of Accident:**

Investigation:

Location of Accident on Site: (Eg At Spray Booth)

Equipment involved

What other contractors or subcontractors (PCBUs) were on site:

Were any PCBU present when incident occurred. Had PCBU been part of induction or prestart meetings

What happened before: (eg Induction, SSSP, SWMS)

What Happened: (Eg Add to accident report if necessary)

Issues

Training issues

Photos or Diagrams: (use reverse of this page)

What errors (root causes) caused the Accident: (Suggest at least 3 errors)

- 1.
- 2.
- 3.
- 4.

How bad could it have been:

Very Serious Serious Minor

How often does activity occur?

Often Occasional Rare

Was a critical hazard involved:

Yes: No:

Does the hazard/risk register need to be updated:

Yes: No:

Action taken after accident

What action could be taken to avoid the Accident Recurring:

- 1.
- 2.
- 3.
- 4.
- 5.

Action to be Taken:

From the ideas above and other discussions

Corrective Actions	By Whom	BY When	Completed

Signed (investigator)..... **Date**.....

Name

Form referred to:

Committee Meeting

Executive Officer

Volunteer

Action Completed:

Date:/...../.....

Signed (Manager):

Review and Document Control

Document Control will be maintained by including in documents version numbers and dates.

The Health and Safety Manual will also include a section indicating the reason for any major review.

This procedures manual will be reviewed every 24 months. Unless there is a need for change the manual will not be changed.

Version 1.0	First developed:	2014
Version 2.0	Updated after legislation changes	2017

To be reviewed: April 2019