

Arthur's Pass Outdoor Education Centre

Safety Management Plan

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Applications can be made to the following:

Centre Manager

Arthur's Pass Outdoor Education Centre

PO Box 51007, Arthur's Pass, 7654

Email: manager@apoec.org.nz

Accident and Incident Reporting

SECTION 6

6:1 - INTRODUCTION

The Health and Safety in the Workplace Act (2015) requires Arthur's Pass Outdoor Education Centre employees to:

1. Record in an Accident Register events that harm or might have harmed employees and/or other people in the employer's place of work (for example clients); and
2. To notify Work Safe as soon as possible of the events resulting in serious harm to employees and provide Work Safe with a written report of the circumstance within seven (7) days.

This section deals with accident and incident reporting policies and procedures of Arthur's Pass Outdoor Education Centre.

Definitions

Accident: an unplanned and undesired event that results in injury to people, damage to property, or loss to process.

Incident: an unplanned and undesired event which, under slightly different circumstances, could have resulted in an accident.

Incidents differ from accidents in that no injury or damage results, but the type and degree of loss are a matter of chance due partly to luck and partly on actions taken to minimise the loss.

Some incidents can be regarded as having a *high potential* for an accident to take place. Any high potential incident could easily result in an accident next time.

6:2 - POLICY AND PROCEDURES FOR REPORTING ACCIDENTS OR INCIDENTS

If an accident occurs that involves serious harm or significant damage, or an incident occurs with the potential for serious harm or significant damage, the following steps should be taken:

What Needs to be Done:	Who to Contact:
1 Accident must be reported to Centre Manager as soon as possible.	Logan McKelvie: 03 318 9249, Mobile: 021 984 799
2 Notify and necessary authorities.	New Zealand Police: 111 Arthur's Pass Rural Fire: 03 318 9050 Department of Conservation Area Office: 03 318 92 11 Arthur's Pass Ambulance Officer: Nick Menary 021 038 9035
3 Centre Manager will notify Chairman or Deputy Chair of the APOEC Board of Trustees.	Rodger McHarg: 03 347 31 33, Mobile: 021 954 838 George Morrow: 03 342 95 49 Kerry Kearney: 03 356 16 16, Mobile: 021 1200 135
4 An Accident/Incident Form must be filled in. The Centre Manager should ensure it is through and complete, including any witness statements, photographs, maps or any other supporting evidence.	These are found on APOEC desktop computer filed under Safety Management/Incident Reports Accident and Incident Report Form
5 A copy of the above report should then be sent to APOEC Board of Trustees within 24 hours of accident.	
6 If serious incident occurs it is a requirement of the Centre Manager to notify Worksafe. For Adventure Activities there is a special form to fill out.	Work Safe Adventure Operators Notification
7 Record to reported on the National Incident Database.	National Incident Database
8 A copy of the above report may be sent to the school or group if they require one.	
9 At the next Board of Trustees meeting the related accident report will be presented and reviewed.	
10 If the accident involves APOEC staff then a Work Safe officer must be notified and accident reported as soon as possible, but preferably within 7 days of the accident. Also after doctor consultation an ACC report and claim form must be filled out.	Worksafe New Zealand: Toll Free: 0800 030 040 Online Reporting Form: Notification Form
11 A copy of the Accident Report should be kept on file under the accident and incident report in the Centre Managers office.	

6:3 – POLICY AND PROCEDURES FOR REPORTING A MINOR ACCIDENT OR INCIDENT

If an accident occurs that involves minor harm or insignificant damage, or an incident occurs that did not have potential for serious harm or significant damage, the following steps should be taken:

What Needs to be Done:**Who to Contact:**

- | What Needs to be Done: | Who to Contact: |
|---|---|
| 1 Accident must be reported to Centre Manager as soon as possible. | Logan McKelvie: 03 318 9249, Mobile: 021 984 799 |
| 2 An Minor Incident Form must be filled in. The Centre Manager should brief Group Leader on its location and application. | Location: On clipboard attached to First Aid in Managers Office.

Minor Accident or Incident Form |
| 3 The Minor Incidents are reported to the APOEC Board of Trustees in the monthly Managers Report. | |
| 4 Once reviewed by Board of Trustees the Minor Incidents are to be logged into the National Incident Database by the Centre Manager. | National Incident Database |
| 5 At least annually the Accident and Incident files should be revised by Centre Manager and APOEC Board of Trustees. Looking for accident and incident identification, trends, patterns and finding ways to prevent these occurring where applicable. | |

6:4 - ACCIDENT AND INCIDENT INTERNAL INVESTIGATION

All accidents and incidents should be investigated thoroughly by Arthur's Pass Outdoor Education Centre and assistance should be provided in helping any other authority investigating.

Arthur's Pass Outdoor Education Centre's management and staff should also have an annual review of all accidents and incidents. The review should look for accident and incident identification, trends or patterns and ways of prevention.

6:5 - ACCIDENT AND INCIDENT WORKSAFE NEW ZEALAND INVESTIGATION

In the event of a workplace accident or incident that results in serious harm to the individual, property, trading name of APOEC, then the Centre Manager is to assist in all ways with a workplace investigation.

This is first done by reporting the incident and filling out Worksafe's Accident Investigation Form.

After this has been assessed Worksafe will allocate a case manager to direct actions from there.

APOEC will comply with all areas in the investigation it is able to. Making available the following:

- APOEC Incident Report
- Board of Trustees Meeting Minutes
- Managers Reports
- Event Logs during the event
- Any record of recorded communications required
- Any staff required for further questioning

6:6 – TRANSPERENCY TO CLIENT GROUP THROUGH PROCESS OF ACCIDENT OR INCIDENT INVESTIGATIONS

APOEC does not only hold transparency and honesty in high regard for ourselves, we will ensure this applies to all of our groups.

If an incident or accident occurs then all of the information we have will be made available, including the following:

- Accident/Incident Report
- Log of Events
- Any Board of Trustees minutes that are relevant with specific incident
- Availability to discuss with APOEC Staff any areas of concern