



INCIDENT/ACCIDENT/NEAR MISS REPORTING FORM

In the case of **death** call WorkSafe on **0800 030 040 immediately** (24/7). In the case of a **notifiable event**, advise WorkSafe as soon as possible.

If you are not sure whether the event is notifiable, contact WorkSafe and ask
(0800 030 040) or use their online tool www.worksafe.govt.nz > Notify WorkSafe.

Complete this form and save it in your parish accident register. Send a copy to keepsafe@aucklandanglican.org.nz
Incident/Accident/Near-Miss reports should be completed and submitted as soon as practically possible after the event occurs. This ensures that
the people involved or witnesses can clearly recall the details of the event to fill in the report form accurately.

An investigation should be undertaken to ensure that corrective action is taken, learning is shared, and any necessary changes to procedures are put
in place. Investigations will help you to identify why the event happened and what improvements or additional measures are needed.

1. DETAILS OF PARISH/ORGANISATION	2. DETAILS OF INCIDENT/ACCIDENT/NEAR MISS
Name of parish/organisation: Address: Contact number:	Date: _____ Time: _____ am pm Location: Date reported: Type of event: <div>Incident Accident</div> <div>Near miss Property damage</div>
3. PERSON INVOLVED	THEIR ROLE
Name: _____ Contact number: _____ Age group: 0-10yrs 11-25yrs 26-45yrs 46-65yrs 66+yrs Don't know <i>If more than one person was involved in the event, then fill in a separate sheet for each person.</i>	Clergy Employee Contractor Volunteer Visitor
4. DESCRIPTION	5. CAUSE
Description of what happened:	What caused the incident/accident/near miss?
Use the accompanying risk table to assess the severity of the incident/accident/near miss: (on a scale of 1-5 where 1 is minimal) <div>1. Minimal 4. Significant</div> <div>2. Minor 5. Extreme</div> <div>3. Moderate</div>	Use the accompanying risk table to assess the likelihood this will happen again (on a scale of 1-5 where 1 is rarely) <div>1. Rarely 4. Probable</div> <div>2. Unlikely 5. Likely</div> <div>3. Possible</div>



6. INJURY/DAMAGE					
Type of injury					
Amputation	Bruising	Burn/scald	Chemical reaction	Dislocation	
Foreign body	Fracture	Internal	Laceration/cut	Scratch/abrasion	
Sprain/strain	No injury	Other (Please specify):			Property damage
Tick the part(s) of the body injured:					
Ankle	Elbow	Head	Leg (lower)	Nervous system	Torso
Arm (lower)	Eye	Heart	Leg (upper)	Spine	Whole body
Arm (upper)	Face	Hip	Lungs	Stomach	Wrist
Back	Foot (incl. toes)	Internal organs	Mental health		
Ear(s)	Hand (incl. fingers)	Knee	Neck	Other:	
7. TREATMENT					
Describe treatment given:					
None		First aid	Doctor/A&E	Hospital admission	
8. PROPERTY			9. INVESTIGATION		
Property or material damaged:			Was the accident/incident/near miss investigated? Date YES NO		
Nature of damage:			Who investigated:		
Cause of damage:			When:		
			Contact number:		
			Was this a notifiable event? YES NO		
			Was WorkSafe notified? YES NO N/A		
			If yes, date notified:		
			Comments:		



10. PREVENTION

What action has or will be taken to stop another incident/accident/near miss like this happening?

ACTION	COMPLETED?		BY	DATE
	YES	NO		
	YES	NO		
	YES	NO		
	YES	NO		
Incident/accident/near miss reported to vestry?	YES	NO	Date:	
Incident/accident/near miss reported to keepsafe@aucklandanglican.org.nz ?	YES	NO	Date:	
Comments:				

Form completed by: _____

Position: _____

Signed: _____

Date: _____

Retain the original in the parish records. Send a
copy to keepsafe@aucklandanglican.org.nz

RISK MATRIX FOR INCIDENTS, ACCIDENTS, NEAR-MISSES, HAZARDS

					LIKELIHOOD				
					Rare	Unlikely	Possible	Probable	Likely
					Very unlikely to occur. <i>"It would be extremely rare to happen here."</i>	There is a small chance of occurring. <i>"It hasn't happened here but has happened somewhere else."</i>	Might occur occasionally or has occurred sometimes. <i>"It's happened here before but not for a long time."</i>	There is a reasonable chance of occurring in usual conditions. <i>"It has happened here before, and more than once."</i>	Could be expected to occur in most circumstances <i>"It's a common problem here."</i>
CONSEQUENCE	Extreme	Physical health	Psychosocial health *	Property	19 HIGH	22 SEVERE	23 SEVERE	24 SEVERE	25 SEVERE
	Significant	Potential or actual fatality, or injury or illness with permanent disability;	Unable to work due to psychosocial pathologies and stress-related disorders requiring ongoing therapy, e.g. PTSD, clinical depression, cardiovascular diseases.	Catastrophic damage equivalent to the complete loss of a building.	14 MEDIUM	17 HIGH	18 HIGH	20 SEVERE	21 SEVERE
	Moderate	Medical treatment offsite. Lost time injury or illness – more than one day.	Counselling offsite with more than three sessions. Ongoing feelings of exhaustion, symptoms of anxiety and/or depression, etc. Absenteeism.	A great deal of damage. The affected part of the property is unable to be used for several weeks or months.	11 MEDIUM	12 MEDIUM	13 MEDIUM	15 HIGH	16 HIGH
	Minor	Medical treatment offsite. Lost time injury or illness – one day or less.	Psychosocial support onsite or counselling offsite comprising three or fewer sessions. Lingering feelings of tiredness, anxiety, stress, anger, uncertainty, etc. Some lost time.	A sizeable amount of damage. Use of the building is compromised for several days or a few weeks.	4 LOW	7 MEDIUM	8 MEDIUM	9 MEDIUM	10 MEDIUM
	Minimal	Medical treatment onsite. No lost time.	Psychosocial support onsite on the day. Transient feelings of tiredness, stress, anxiety, anger, uncertainty, etc. No or minimal lost time.	Minor damage. Can be repaired in one or two days without disrupting property use.	1 LOW	2 LOW	3 LOW	5 MEDIUM	6 MEDIUM

* Evaluating the effects of anti-social behaviour on the person who has experienced it does not mean making a clinical assessment. It should be our best effort to explain how the person experiencing the antisocial behaviour feels about the event(s) so that we can identify any potential need to provide support for the person.

RISK MATRIX FOR NONCOMPLIANCE WITH PROCESSES

Processes	Not Compliant
Police Checks Reporting notifiable events Supervision/Boundaries (licenced roles only)	SEVERE
Fire Drills & Evacuation Procedures H&S on governing body agenda Anti-bullying, harassment, discrimination poster BWOs	HIGH
Inductions Guidelines for working alone Accident and Hazard Registers	MEDIUM
Processes for reporting incidents, accidents, near-misses, hazards	LOW

RESPONDING TO RISK

The higher the Risk number, the greater the urgency of response.

Risk	Response
SEVERE	Must have immediate action to mitigate the consequence. Must be constantly monitored until the issue is resolved.
HIGH	Must have prompt action to mitigate the consequences. Must be regularly monitored until the issue is resolved.
MEDIUM	Should have prompt action to mitigate the consequences. Monitor periodically until resolved.
LOW	Should be addressed in the fullness of time. Monitor periodically until resolved.