



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 or use their online tool www.worksafe.govt.nz > Notify WorkSafe.

Complete this form and save it in your parish accident register. Access to the register should be controlled to protect the privacy of those involved.

Send a copy to keepsafe@aucklandanglican.org.nz **after removing the details of the person(s) involved to protect their privacy.**

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:		Date:	Time: am pm
Address:		Location:	
Contact number:		Date reported:	
		Type of event:	
		Incident	Accident
		Near miss	Property damage
3. PERSON INVOLVED		THEIR ROLE	
Name:		Clergy	Employee
Contact number:		Contractor	Volunteer
<i>Privacy: Please delete all of the person's details from the form before sending this report to Keepsafe.</i>			
Age group:	0-10yrs 11-25yrs 26-45yrs	Visitor	
	46-65yrs 66+yrs Don't know		
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)		Use the accompanying risk table to assess the likelihood this will happen again (on a scale of 1-5 where 1 is rarely)	
1. Minimal 4. Significant		1. Rarely 4. Probable	
2. Minor 5. Extreme		2. Unlikely 5. Likely	
3. Moderate		3. Possible	



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		
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 securely in the parish/entity records in line with [privacy requirements](#).

Send a copy of the redacted form 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>	
		Physical health	Psychosocial health *	Property					
CONSEQUENCE	Extreme	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.	19 HIGH	22 SEVERE	23 SEVERE	24 SEVERE	25 SEVERE
	Significant	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.	14 MEDIUM	17 HIGH	18 HIGH	20 SEVERE	21 SEVERE
	Moderate	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.	11 MEDIUM	12 MEDIUM	13 MEDIUM	15 HIGH	16 HIGH
	Minor	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.	4 LOW	7 MEDIUM	8 MEDIUM	9 MEDIUM	10 MEDIUM
	Minimal	Slight injury or discomfort. No medical treatment. No lost time.	Insignificant psychosocial after-effects. Any unsettled feelings have disappeared within hours. No lost time.	Minimal amount of damage. Can be repaired in less than a day 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.