



Emergencies and Incident Investigation



FOR SMALL BUSINESS



- ... Have you got Civil Defence supplies such as water, blankets, non-perishable food, torch, rope etc?
- ... See your local council, fire service etc for more about preparing for emergencies.

Example emergency procedures

EVACUATION PROCEDURES

1. Follow warden's instructions.
2. Walk to the nearest exit.
3. Keep together with the nearest people around you.
4. Use the stairs (not the lift).
5. Do not go back to collect personal items.
6. Meet at the assembly area _____ and report to wardens.

DO NOT LEAVE THE ASSEMBLY AREA UNTIL YOUR WARDEN HAS SAID YOU CAN

ARMED ROBBERY

1. Keep calm, make no sudden movements.
2. Do what the offender asks.
3. Try to memorise as many details about the offender as possible.
4. Note the direction and method of escape.
5. Notify police as soon as it is safe to do so. Leave the phone line open until the police arrive.
6. Provide first aid to victims, and lock outside doors.

EARTHQUAKE

In an earthquake:

1. Keep calm.
2. Move away from windows, equipment and shelves that may fall.
3. Take cover under solid furniture such as tables and desks.

When the shaking stops:

4. Keep calm and help those that need assistance.
5. Warden to turn off all electrical sources and gas taps.
6. Wait for orders from your warden.

If you need to evacuate or the fire alarm sounds:

7. Use evacuation procedures to leave the building.
8. Keep together.
9. Follow the warden's instructions.
10. Meet at the assembly area _____ and report to wardens.

DO NOT LEAVE THE ASSEMBLY AREA UNTIL YOUR WARDEN HAS SAID YOU CAN

FIRE

If you discover a fire:

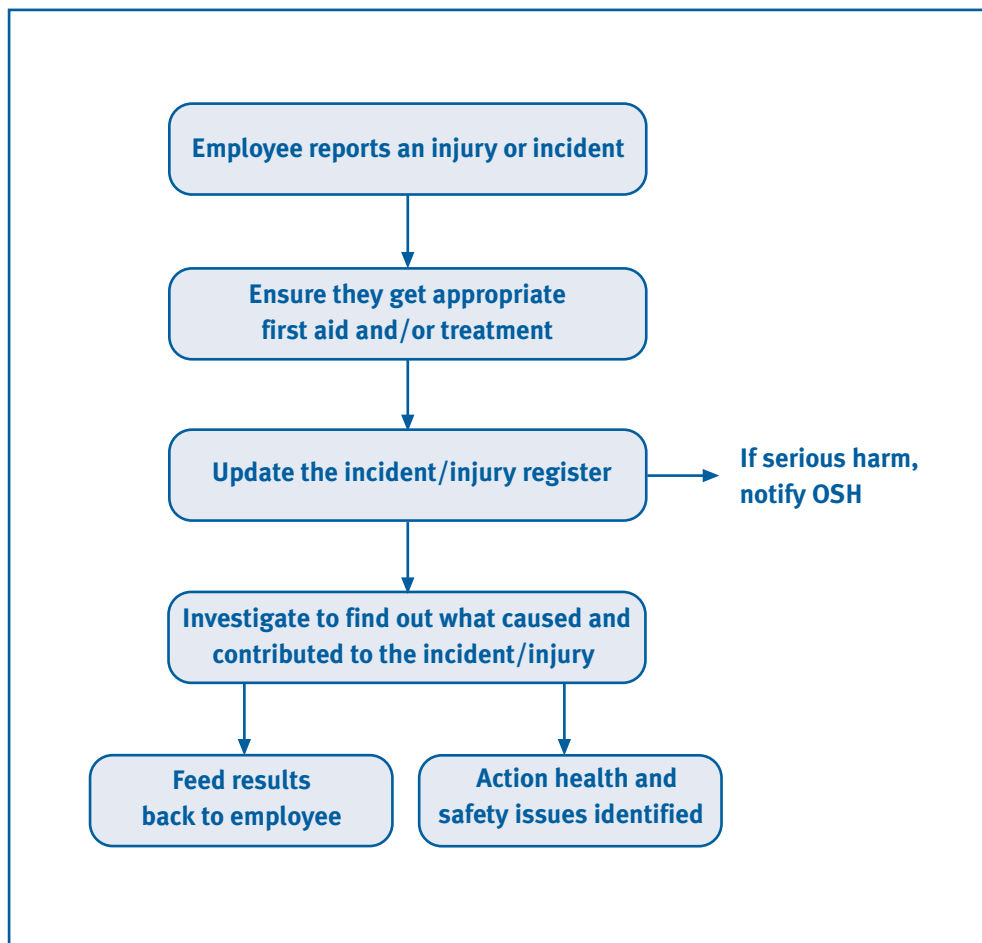
1. Activate the alarm and dial 111.
2. Alert people in your area and the warden.
3. Do not extinguish the fire unless there is no personal danger to you or anyone else.
4. If time permits and there is no danger, close all doors and windows.
5. After evacuation meet at the assembly point in teams.

If the fire alarm sounds:

6. Walk quickly to your nearest exit.
7. Do not stop to take personal items with you.
8. Meet at the assembly area _____ and report to wardens.

DO NOT LEAVE THE ASSEMBLY AREA UNTIL YOUR WARDEN OR THE FIRE SERVICE HAS SAID YOU CAN

Incident and injury investigation flowchart



FIRST AID

- Have at least one of your staff trained in first aid.
- Make sure first aid kits are well supplied.
- Keep first aid kits where they are easily accessible to staff.
- Keep a record of first aid that is provided.

IF AN EMPLOYEE IS INJURED

- To help the employee return, offer them suitable work including modified work or a gradual increase in amount of work or number of hours.
- Stay in touch to:
 - Discuss any concerns.
 - Work out with the employee how they can get to and from work.
 - Invite them to social events at the workplace (eg, Friday night drinks).

Injury and incident form

COMPANY NAME

ADDRESS

NAME

ADDRESS

INCIDENT TYPE

NEAR-HIT/NEAR MISS INJURY ILLNESS

DATE OF INCIDENT

TIME OF INCIDENT

JOB

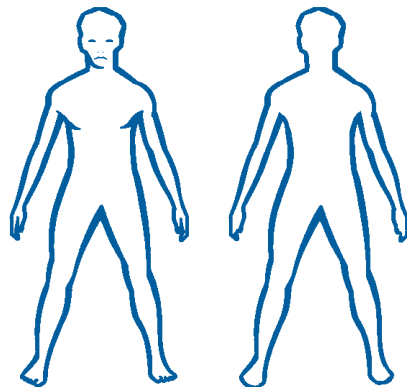
LENGTH OF TIME EMPLOYED HERE

PHONE

DATE OF BIRTH

INJURY DETAILS - BODY PART

Shade the part of the body that is injured



INJURY TYPE (TICK)

- | | |
|--|---|
| <input type="checkbox"/> Aches/pain (gradual) | <input type="checkbox"/> Dermatitis |
| <input type="checkbox"/> Aches/pain (sudden) | <input type="checkbox"/> Dislocation |
| <input type="checkbox"/> Amputation | <input type="checkbox"/> Fatal |
| <input type="checkbox"/> Broken bone | <input type="checkbox"/> Foreign body |
| <input type="checkbox"/> Bruising incl. crushing | <input type="checkbox"/> Eye <input type="checkbox"/> Nose <input type="checkbox"/> Ear |
| <input type="checkbox"/> Burn/scald | <input type="checkbox"/> Inhalation disease (asbestos /lead) |
| <input type="checkbox"/> Chemical reaction | <input type="checkbox"/> Hearing loss (noise induced) |
| <input type="checkbox"/> Choking/suffocation | <input type="checkbox"/> Poisoning |
| <input type="checkbox"/> Concussion/brain injury | <input type="checkbox"/> Strain/sprain |
| <input type="checkbox"/> Cut (infected) | <input type="checkbox"/> Other |
| <input type="checkbox"/> Cut (not infected) | <input type="checkbox"/> Multiple injuries |
| <input type="checkbox"/> Dental injury | |

TREATMENT DETAILS (TICK)

- None First aid Nurse Physiotherapy Doctor Hospital

WHAT HAPPENED?

WHAT DO YOU THINK CAUSED OR CONTRIBUTED TO THE INCIDENT?

EMPLOYEE SIGNATURE

DATE

Injury and incident investigation form

INFORMATION COLLECTION

Write down what you have found out about the injury/incident

ANALYSIS

List factors and hazards that contributed to the incident/injury

ACTION

What action needs to be taken to prevent a similar incident/injury happening again?

IS THIS A SERIOUS HARM INJURY?

Yes No

If yes, report the injury to OSH as soon as possible, and on the prescribed form within seven days.

INVESTIGATION COMPLETED BY (NAME) _____

SIGNED _____

DATE _____

SERIOUS HARM

1. Any of the following conditions that amounts to or results in permanent loss of bodily function, or temporary severe loss of bodily function: respiratory disease, noise-induced hearing loss, neurological disease, cancer, dermatological disease, communicable disease, musculoskeletal disease, illness caused by exposure to infected material, decompression sickness, poisoning, vision impairment, chemical or hot-metal burn of eye, penetrating wound of eye, bone fracture, laceration, crushing.
2. Amputation of body part.
3. Burns requiring referral to a specialist registered medical practitioner or specialist outpatient clinic.
4. Loss of consciousness from lack of oxygen.
5. Loss of consciousness, or acute illness requiring treatment by a registered medical practitioner, from absorption, inhalation, or ingestion, of any substance.
6. Any harm that causes the person harmed to be hospitalised for a period of 48 hours or more commencing within 7 days of the harm's occurrence.

[Until an Order in Council (expected by May 2003) is made, the above types of harm are "serious harm" for the purposes of the HSE Act: (It is understood the Order in Council will change the definition of Serious Harm to include death and harm of a kind described by the Governor General by Order in Council).]



→ Further resources for small business

ACC WorkSafe series for small business

- Improving workplace safety and health
- How to manage hazards
- Training and supervision
- Emergencies and incident investigation

visit → www.acc.co.nz/injury-prevention

or call → 0800 THINKSAFE (0800 844 657)

