

# Health and Safety Policy

## AKLD SCHOOLS RELAY CHAMPS

To be held on 9 May 2024

**Lactic Turkey Events is committed to providing an enjoyable and safe environment to all participants at every event**

### **Lactic Turkey Events Responsibility:**

- Ensure all participants are aware of any significant hazards that they can be expected to encounter while taking part during the event. (refer Specific Hazard Identification and Event Hazard Management form)
- Have procedures in place that can be followed in the case of injury and illness (refer Emergency Procedures form)
- Have procedures in place that can be followed in the case of a participant becoming lost or missing (refer Search and Rescue form)
- Ensure that all Organisers and Helpers are aware of the above procedures

### **Participants responsibility:**

- Read all notices concerning the special hazards that may be associated with the event
- Obey all instructions and warnings
- Keep clear of any plant or equipment
- Keep clear of any unauthorised areas or buildings
- Not allow children to wander unsupervised
- Notify the organisers of any health problems. eg diabetes, asthma, angina etc

### **Landowners responsibility:**

Landowners are not responsible for the natural hazards and risks associated with the event and attendant activities.

## **AKLD SCHOOLS RELAY CHAMPS**

### **Specific Hazard Identification**

**Venue:** Ambury Regional Park    **Date:** 9 May 2024

**Special Hazards at today's event** (see notes below to see how these risks are eliminate, isolate or minimize these hazards)

- **Buildings and equipment surrounding the event centre**
- **Traffic on all roads and carparks used**
- **Slippery surfaces on walkways and paths**
- **Uneven surface on the course**
- **Other park/street users – walkers, runner, mountain bikes, horses**

**Please note it is the participants responsibility to:**

- Read all notices concerning the special hazards that may be associated with the event
- Obey all instructions and warnings
- Not interfere with any plant or equipment
- Not enter any unauthorised areas or buildings
- Not allow children to wander unsupervised
- Notify the organisers of any health problems. eg diabetes, asthma, angina, hepatitis, angina, etc.
- Check in at Finish even if you do not complete the course.

**Landowners are not responsible for the natural hazards and risks associated with the event and attendant activities**

**Participation today is at your own risk.**

## **AKLD SCHOOLS RELAY CHAMPS**

### **Emergency Procedures**

**This form will be completed at the event and displayed at registration**

**Date:** 9 May 2024

**Event Director:** Shaun Collins (Lactic Turkey Events)

#### **Persons with first aid training:**

In the event of a competitor being injured the Event Director (in conjunction with the nominated first aid person) is to be in overall charge and is to ascertain the extent of injuries and location of injured person.

Minor injuries are to be treated with the first aid kit, which is kept at the event centre.

For major injuries the injured person is to be kept warm but not moved until checked by a first aid qualified person, preferably a doctor. This person will decide the course of treatment.

#### **Injury**

In the event of an accident, the following actions will be taken:

- Ensure other people come to no harm
- Prevent further harm to the victim
- Assess, stabilise and treat the victim
- Manage the group (e.g. shelter, emotional needs)
- Communicate to external parties if necessary
- Arrange transport if necessary
- Debrief with other marshals, event director, independent person if appropriate
- Report the accident to the event director using the Accident Register Form

The order above may change with the situation and will be determined by the official on site.

Event Marshals will be directed to be aware of participants showing signs of distress or exhaustion and encourage them to cease participating if they assess they should not continue.

## AKLD SCHOOLS RELAY CHAMPS

# Search and Rescue (SAR) Procedures

### The Search:

#### **[A] When to start action:**

Consider: (not necessarily in this order)

- (a) Prevailing weather
  - cold - combination of any 2 leads to rapid onset of HYPOTHERMIA
  - wet
  - wind
  - hot - dehydration and/or sunstroke
- (b) Age of competitor
- (c) Fitness level of competitor
- (d) Experience of competitor
- (a) Any known/perceived medical condition
- (f) How long has the competitor been out
  - (i) beyond the course estimated winning time (EWT)
  - (ii) beyond course closure time
- (g) Clothing the competitor is wearing (parka, polypropylene/geothermals/woollen top, gloves, hat, etc.)
- (h) Is the competitor carrying a watch/whistle?
- (i) Daylight remaining
- (j) Check the person is actually missing (see section E)

#### **[B] Organising helpers to carry out a sweep of the area**

- organised jointly by Controller and Course Planner

- (a) Narrow the search area by asking if anyone has seen the competitor while they were competing
- (b) Send a vehicle around the roads on the map and bordering the map
- (c) Contact search - reverse direction of course along likely corridor (approx. 100metres a wide if possible). Make lots of noise: call out name, then all listen.

Consider the competitor may:

- (i) Be injured
  - conscious - able to respond to voice/whistle
  - unconscious or dead - must be physically found so check bottoms of cliffs, streams etc.
- (ii) Have run off the map
- (iii) Have been distracted, then become disorientated
  - common with young children, and people on courses too difficult for their ability

#### **[C] Who to Contact?**

- (a) Police - if initial search fails, a body is found, or insufficient manpower or daylight is left. It takes 2+ hours to get a Police search organised - may not be able to mount a full search until the next day.
- (b) Next of kin - if not at the event, they should be notified at the same time the Police are contacted.

### **[D] Police Queries:**

Event organisers and next of kin should be available for any queries

### **[E] Are you sure the person is lost?**

- (a) Have they reported in at the Finish
- (b) Is their car still at the event
- (c) Have other members of the team they are with seen the missing person
- (d) Have they uplifted their gear - from Start/Finish/car

### **[F] Event Director's Procedures:**

Providing the competitor is either still on the map or in close proximity to it there is:

- (a) A relatively 'small' area to cover
- (b) Usually easy terrain to move over

**Before the event** the Event Director will:

- (a) Note the grid references for the Carpark/Finish area in case the Police or Ambulance/Rescue helicopters are needed. For Example
  - a. NOTE: you must specify the map series and map used e.g.:
  - b. NZMS 1, N94, 450392 (1:63 360) "old"
  - c. NZMS 260, T18, 687767 (1:50 000) "new"
  - d. (both references give the same location of the Finish at Katoa Po 92, on the Whakaipo Bay map)
- (b) Know the location/availability of the nearest telephone - if using a mobile/cell phone, check out the reception before the event.
- (c) Ensure a course closure time is in the programme
- (d) Ensure adequate supplies of water are available on courses in hot weather
- (e) Ensure there is a First Aid kit at the event

**Competitors can help avoiding a search by:**

- (a) Always checking in at the Finish even if you do not complete your course.
- (b) Wear a watch and be aware of course closure time and abandon your course if over time
- (c) Wearing adequate clothing for the weather
- (d) Not panicking if you become lost
- (e) Ensuring proper use of medication (e.g. inhaler carried by asthmatics, angina pills, barley sugar-type lollies for diabetics etc.)
- (f) Having an adequate intake of liquid while competing
- (g) Not competing if feeling ill

## **The Rescue:**

Once the missing person is found the Search Controller must be informed immediately so they can:

- (a) Arrange evacuation of found person - if injured, a stretcher may have to be improvised. A person suffering from severe hypothermia must not be walked out.
- (b) Recall other search teams - If the person is dead, apart from attempting CPR, the body should be left where and how it was found and the Police notified.



## **Event Hazard Management Plan**

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### **Hazard Management**

The responsibility is on the Event Organiser to identify and manage hazards and to ensure there is compliance with the requirements of the Health and Safety at Work Act 2015 (HSWA).

Identifying hazards is the responsibility of all staff, who are expected to actively participate in hazard identification. Event Organisers should consider the activity planned and identify all the risks and hazards which may arise to participants or other persons in the vicinity during the event.

If any new hazards are identified, staff will report these to a director who will make a decision as to whether they need to be documented or managed for the immediate situation. While in the field, by necessity decisions will be made in an ad hoc manner to manage hazards.

**Once the hazards have been identified, event organisers must consider the reasonable controls to be put in place to Eliminate, Isolate or Minimise the hazard.**

A run through of the course will be done prior to the start to ensure there are no hazards. If hazards are identified action will be taken to rectify where possible and include in race briefing notes so all participants are notified.

### **Key to following Hazard Management Plan**

- **E**liminate, **I**solate or **M**inimise are standard health and safety terms to describe how you are reducing or removing the hazard. Ideally you will eliminate (remove) the hazard. If you can't eliminate the hazard then you must isolate or minimise the hazard.
- Please estimate the likelihood of the hazard occurring during your Event - 1 is low, 5 is high.
- If something does not apply please state not applicable (N/A).



## Event Hazard Management Plan

1. Participants – i.e. age/experience/suitability, accessibility needs, refreshments, lost children facilities, animals							
Risks (what could go wrong)	Hazards (what could cause it to go wrong)	Risk control (What is in place to prevent it going wrong?)	E,I,M	1-5	Who is responsible	when	Event day ✓
Injury to participants	Participants may risk injury through any of: <ul style="list-style-type: none"> <li>• over exertion given their physical condition</li> <li>• tripping / falling</li> <li>• colliding with another entrant or a member of the public</li> <li>• slippery surfaces on walkways and paths</li> </ul>	The risk will be managed by: <ul style="list-style-type: none"> <li>• Prior to the event start.               <ul style="list-style-type: none"> <li>○ Pre-event contact with event entrants</li> <li>○ Pre-event briefing to all entrants</li> </ul> </li> <li>• Identifying environmental hazards on the event day and advising these at the event briefing. A pre-event course check will be done on the day.</li> </ul> Should any issues occur, these will be managed by: <ul style="list-style-type: none"> <li>• Providing all event marshals with the Event Manager’s contact phone number so that the First aid people can be contacted quickly.</li> </ul> In the event of an accident, the following actions will be taken: <ul style="list-style-type: none"> <li>• Ensure other people come to no harm</li> <li>• Prevent further harm to the victim</li> <li>• Assess, stabilise and treat the victim</li> <li>• Manage the group (e.g. shelter, emotional needs)</li> <li>• Communicate to external parties if necessary</li> <li>• Arrange transport if necessary</li> <li>• Debrief with other marshals, event director, independent person if appropriate</li> <li>• Report the accident to the Event Director and document on the Accident Register Form</li> </ul>	M	2	Event Organiser	Before Event Day Event Day	<input checked="" type="checkbox"/>



## Event Hazard Management Plan

2. Stallholders/Vendors - i.e. contracts, food/health licenses, emergency equipment, briefings							
Risks (what could go wrong)	Hazards (what could cause it to go wrong)	Risk control (What is in place to prevent it going wrong?)	E,I,M	1-5	Who is responsible	when	Event day ✓
No Food /Coffee vendors are at the event. No liquor is to be brought to the event.	On arriving to set up the vehicles could injure someone  Risk of bad food practices causing illness	Vendors will be asked to arrive before participants and will not leave till after the event is over.  Vendors will have to have a council permit and food safety certificates	M	1	Event Organiser Vendors	Event Day	<input checked="" type="checkbox"/>

  

3. Staff/Contractors/Volunteers – i.e. Briefings, responsibilities, refreshments, training							
Risks (what could go wrong)	Hazards (what could cause it to go wrong)	Risk control (What is in place to prevent it going wrong?)	E,I,M	1-5	Who is responsible	when	Event day ✓
The event will use volunteer marshals to provide direction to the event participants	There is a risk that marshals will not understand their roles and/or the course.	The event marshals will be: <ul style="list-style-type: none"> <li>Briefed prior to the event (in writing and verbally)</li> </ul>	E	1	Event Organiser	Event Day	<input checked="" type="checkbox"/>

  

4. Electrical, Sound and Lighting - i.e. registered tradesman, isolation required, tripping hazards							
Risks (what could go wrong)	Hazards (what could cause it to go wrong)	Risk control (What is in place to prevent it going wrong?)	E,I,M	1-5	Who is responsible	when	Event day ✓
A small generator is required for the inflatable finish gantry and timing computer.	Tripping on electrical wires or the generator	This is a quiet red Honda generator that can be placed close to the finish gantry and therefore not require any long dangerous cords to trip over  The generator will be coned off to ensure viability and prevent interference	M	1	Event Organiser	Event Day	<input type="checkbox"/>





## Event Hazard Management Plan

5. Staging and Structures - i.e. dimensions and weight of structures, building consent, ground stability							
Risks (what could go wrong)	Hazards (what could cause it to go wrong)	Risk control (What is in place to prevent it going wrong?)	E,I,M	1-5	Who is responsible	when	Event day ✓
A number of 3x3 ezy up tents will be set up.	Tents and Portable tables could be overturned by high winds	Weights/pegs will be used to secure the portable tables and ezy up tents	E	1	Event Organiser	Event Day	<input checked="" type="checkbox"/>

6. Waste Management - i.e. Toilet facilities, rubbish collection/removal, animal waste, recycling.							
Risks (what could go wrong)	Hazards (what could cause it to go wrong)	Risk control (What is in place to prevent it going wrong?)	E,I,M	1-5	Who is responsible	when	Event day ✓
The event generates waste that is not taken care of and pollutes the local environment.	Rubbish left behind by the entrants	The event organiser will clean up the start finish area if required as part of pack down and take rubbish away with them.	I	2	Event Organiser	Event Day	<input checked="" type="checkbox"/>



## Event Hazard Management Plan

7. Set-up/Pack-down - i.e. What safety is in place while event site is a working site i.e. moving vehicles, first aid, forklift activity							
Risks (what could go wrong)	Hazards (what could cause it to go wrong)	Risk control (What is in place to prevent it going wrong?)	E,I,M	1-5	Who is responsible	when	Event day ✓
<p>Event Set-up and Pack Down is minimal. It will consist of:</p> <p><i>(Event Set Up)</i></p> <ul style="list-style-type: none"> <li>Vehicle on site to unload gear:               <ul style="list-style-type: none"> <li>Portable tables</li> <li>Tents</li> <li>PA system</li> </ul> </li> </ul> <p><i>(Event Pack Down)</i></p> <p>Event pack down will consist of:</p> <ul style="list-style-type: none"> <li>Pack up of gear</li> <li>Removal of event waste</li> <li>Removal of the Event Organiser vehicle</li> </ul>	<p>Main hazard is the driving of the vehicles on site to the event start. This will be managed by:</p> <ul style="list-style-type: none"> <li>Driving the vehicle at walking speed only (less than 5km per hour - enforced by having someone walk in front of the vehicle as it is moving)</li> <li>Driving with hazard lights on.</li> </ul>	<p>This risk will be managed by:</p> <ul style="list-style-type: none"> <li>Driving the vehicle at walking speed only (less than 5km per hour - enforced by having someone walk in front of the vehicle as it is moving)</li> <li>Driving with hazard lights on.</li> </ul>	M	1	Event Organiser	Event Day	<input checked="" type="checkbox"/>

8. Traffic Management & Parking - i.e. Traffic management plan, signage, marshals, route, pedestrian management.							
Risks (what could go wrong)	Hazard (what could cause it to go wrong)	Risk control (What is in place to prevent it going wrong?)	E,I,M	1-5	Who is responsible	when	Event day ✓
<p>The event DOES NOT cross or access public roads. It does operate in a public area (crossing a driveway). Specific risks are:</p> <ul style="list-style-type: none"> <li>Members of the public not being aware that the event is on</li> <li>Competitors getting not following the intended course</li> </ul>	<ul style="list-style-type: none"> <li>The event is small in nature, on public land, but with little impact so the public should not be effected by the event</li> <li>Competitors getting lost</li> </ul>	<ul style="list-style-type: none"> <li>Participants will be briefed with full disclosure of any risks and noting that roads are open and best practices for moving around the streets be observed.</li> </ul>	E	1	Event Organiser	<p>Before the Event (promotion, briefing)</p> <p>During the Event (marshals at key turns, fluro vests)</p>	<input checked="" type="checkbox"/>



## Event Hazard Management Plan

9. Vehicle Management - i.e. speed, access to site for emergency vehicles, pedestrian access.							
Risks (what could go wrong)	Hazards (what could cause it to go wrong)	Risk control (What is in place to prevent it going wrong?)	E,I,M	1-5	Who is responsible	when	Event day ✓
<p>Main hazard is the driving of the vehicles on site to the event start. This will be managed by:</p> <ul style="list-style-type: none"> <li>Driving the vehicle at walking speed only (less than 5km per hour - enforced by having someone walk in front of the vehicle as it is moving)</li> <li>Driving with hazard lights on.</li> </ul>	<p>Main hazard is the driving of the vehicles on site to the event start. This will be managed by:</p> <ul style="list-style-type: none"> <li>Driving the vehicle at walking speed only (less than 5km per hour - enforced by having someone walk in front of the vehicle as it is moving)</li> <li>Driving with hazard lights on.</li> </ul>	<p>This risk will be managed by:</p> <ul style="list-style-type: none"> <li>Driving the vehicle at walking speed only (less than 5km per hour - enforced by having someone walk in front of the vehicle as it is moving)</li> <li>Driving with hazard lights on.</li> </ul>	E	1	Event Organiser	Event Day	<input checked="" type="checkbox"/>

10. Crowd Control - i.e. Fencing/barricades, alcohol, protection of property.							
Risks (what could go wrong)	Hazards (what could cause it to go wrong)	Risk control (What is in place to prevent it going wrong?)	E,I,M	1-5	Who is responsible	when	Event day ✓
<p>Parents of the participated kids and other adults involved in the event will remain at the event HQ. Some may wonder around the venue to observe the teams participating, but we do not expect to have to control these people as numbers will be minimal.</p>	N/A	<p>No special arrangements are required for crowd control other than minimising the risk of injury noted in section '1. Participants' above.</p>					<input type="checkbox"/>



## Event Hazard Management Plan

11. Security - i.e. Protection of pedestrians, spectators, employees, pack in and pack out activities, Security/Police							
Risks (what could go wrong)	Hazards (what could cause it to go wrong)	Risk control (What is in place to prevent it going wrong?)	E,I,M	1-5	Who is responsible	when	Event day ✓
n/a							<input type="checkbox"/>

12. Accident & Health Emergencies - i.e. first aid, fire extinguishers, emergency contacts, reporting accidents							
Risks (what could go wrong)	Hazards (what could cause it to go wrong)	Risk control (What is in place to prevent it going wrong?)	E,I,M	1-5	Who is responsible	when	Event day ✓
Injury to participants	Participants may risk injury through any of: <ul style="list-style-type: none"> <li>• over exertion given their physical condition</li> <li>• tripping / falling</li> <li>• colliding with another entrant or a member of the public</li> <li>• slippery surfaces on walkways and paths</li> </ul>	A trained first aider will be on site. The risk will be managed by: <ul style="list-style-type: none"> <li>○ Pre event contact with event entrants</li> <li>○ Pre-event briefing to all entrants</li> </ul> <ul style="list-style-type: none"> <li>• Identifying environmental hazards on the event day and advising these at the event briefing. A pre-event course check will be done on the day.</li> </ul> Should any issues occur, these will be managed by: <ul style="list-style-type: none"> <li>• Providing all event marshals with the Event Manager's contact phone number so that the First aid people can be contacted quickly.</li> <li>• In the event of an accident, the following actions will be taken:               <ul style="list-style-type: none"> <li>○ Ensure other people come to no harm</li> <li>○ Prevent further harm to the victim</li> <li>○ Assess, stabilise and treat the victim</li> <li>○ Manage the group (e.g. shelter, emotional needs)</li> <li>○ Communicate to external parties if necessary</li> <li>○ Arrange transport if necessary</li> <li>○ Debrief with other marshals, event director, independent person if appropriate</li> </ul> </li> </ul>	M	1	Event Organiser (onsite)	Event Day	<input checked="" type="checkbox"/>



## Event Hazard Management Plan

### 13. Emergency Procedures - i.e. Bomb threat, fire, earthquake, hazardous substances

Risks (what could go wrong)	Hazards (what could cause it to go wrong)	Risk control (What is in place to prevent it going wrong?)	E,I,M	1-5	Who is responsible	when	Event day ✓
There are no hazardous substances, on site cooking etc expected for this event.	<p>The risks associated with this event in terms of bomb threats, earthquakes, tsunamis etc. are no different to those that would be experienced by any public user of the environment. We would expect to use the same facilities available to the public for the management of these risks.</p> <p>The exception is that with this document, should an event occur the Event Organiser can be contacted by the Council regarding the occurrence of any of these events should they happen.</p>	Should an event occur the Event Organiser can be contacted by the Council regarding the occurrence of any of these events should they happen.	M	1	Council New Zealand Police Event Organiser	Event Day	<input checked="" type="checkbox"/>

### 14. Environmental Effects on People - i.e. Effect of wind/rain and UV protection, extreme weather conditions - cancellation/postponement strategy

Risks (what could go wrong)	Hazards (what could cause it to go wrong)	Risk control (What is in place to prevent it going wrong?)	E,I,M	1-5	Who is responsible	When	Event day ✓
There is a risk of extreme weather however the risk to entrants is low. Weather information is readily available online and at no point in the event are entrants at a location where shelter is not readily available.	Extreme weather conditions (heavy rain, strong winds)	<p>We cannot control the weather.</p> <p>Should the weather be extreme we will cancel the event by at least 8am on the day of the event.</p> <p>Competitors are asked to dress appropriately for all weather.</p>	M	2	Event entrant Event organiser	Day before and Event Day	<input checked="" type="checkbox"/>

### 15. Activities - i.e. Amusement rides, giveaways

Risks (what could go wrong)	Hazards (what could cause it to go wrong)	Risk control (What is in place to prevent it going wrong?)	E,I,M	1-5	Who is responsible	when	Event day ✓
n/a			M	3	Bouncy Castle Supplier	Event day	<input checked="" type="checkbox"/>



## Event Hazard Management Plan

16. High Risk - i.e. Wind strength, pyrotechnics, <a href="#">work at height</a> , <a href="#">hazardous substances</a>							
Risks (what could go wrong)	Hazards (what could cause it to go wrong)	Risk control (What is in place to prevent it going wrong?)	E,I,M	1-5	Who is responsible	when	Event day ✓
N/A. There are no high risk activities (pyrotechnics, structures, hazardous substances etc) planned for the event.							<input type="checkbox"/>

17. Miscellaneous - site specific hazards							
Risks (what could go wrong)	Hazards (what could cause it to go wrong)	Risk control (What is in place to prevent it going wrong?)	E,I,M	1-5	Who is responsible	when	Event day ✓
This will be completed closer to race day after an on-site review of the course			I	2	Event Organiser	Event Day	<input checked="" type="checkbox"/>

## Covid-19 Procedures

<p>We are delighted to be in the fortunate position to be able to deliver events under “normal” conditions after the unusual times we’ve all witnessed in the last few months. However, there are few things to be aware of as we adjust to our new normal at COVID-19 Alert</p>	<ul style="list-style-type: none"> <li>• If you or someone you are in close contact with have symptoms of cold or flu, are unwell or who are waiting on test results for COVID-19 you must stay away.</li> <li>• If anyone (or if anyone close to you) has been overseas or in self isolation within the last two weeks prior to the event you must stay away.</li> <li>• If you are an at-risk person or you live with or have regular contact with an at-risk person(s) then you must stay away.</li> <li>• Participants must supply all their own water, food, and other refreshments for the duration of the event. No aid stations will be available.</li> <li>• There will be a contact tracing QR code poster to scan on arrival so that you can register your attendance. THIS IS PARTICULARLY IMPORTANT FOR SPECTATORS. The government tracing app can be downloaded at <a href="https://tracing.covid19.govt.nz/">https://tracing.covid19.govt.nz/</a></li> <li>• There will be a hand sanitizer stations at in various locations around the event base. Please use these as required.</li> </ul>
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## Event Hazard Management Plan

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### **Accident / Incident Reporting**

Accidents and near misses that occur to a staff member or client will be recorded by the company.

Any accidents will be discussed with the directors, as well as with the people or witnesses involved where appropriate. They will be analysed and any learning implemented.

After each event the Venue Managers will convene a Safety Committee meeting. All employees and contractors be invited to attend. The purpose of this meeting is to discuss methods of improving safety of the events in the future. Accidents and incidents are reviewed at this meeting also.

The goal is to have no incidents that cause harm to any people, equipment or the environment, and to have no near misses. Over the long term this goal is extremely unlikely to be fulfilled. The Company will measure success in its operation when there is “no more risk than in everyday life”.

In the case of Serious Harm, details of the accident shall be reported to the Department of Labour within the prescribed 24-hour period using the standard reporting format on the Department of Labour website. Any other requirements identified by the Department of Labour will be followed. The Company’s operational procedures and this Safety and Operations Plan will be reviewed after any accident resulting in serious harm.





## Missing Person Report Form

To be filled out by the Safety Manager, Operations Manager or their appointee. Place a pin on the map showing the last location the person was seen at. When the person is found, place the pin back on the map.

<b>Event</b>	
Date	
Time of Report	
Report taken by (name)	
Injury reported by (name)	Name:..... Name:.....
Missing person description: Name Gender Age Race Number Race division	
Any known medical conditions	
Location last seen at	
Actions to find the person	
Updates	
Police notified?	
Description of final action	

## Accident Register - Notification of Accident or Serious Harm

For non-injury accident, complete questions 1, 2, 3, 9, 10, 11, 14 and 15 as applicable

**1 Particulars of employer, self-employed person or principal:** (*business name, postal address and telephone number*)

**2 The person reporting is:**

an employer  a principal  a self-employed person

**3 Location of place of work:**

(*shop, shed, unit nos., floor, building, street nos. and names, locality/suburb, or details of vehicle, ship or aircraft*)

**4 Personal data of injured person:**

Name

Residential address

Date of birth

Sex (M/F)

**5 Occupation or job title of injured person:**

(*employees and self-employed persons only*)

**6 The injured person is:**

an employee  a contractor (self-employed person)  
 self  other

**7 Period of employment of injured person:**

(*employees only*)

1<sup>st</sup> week  1<sup>st</sup> month  1-6 months  
 6 months-1 year  1-5 years  Over 5 years  
 non-employee

**8 Treatment of injury:**

None  First aid only

Doctor but no hospitalisation  Hospitalisation

**9 Time and date of accident/ serious harm:**

Time  am/pm

Date  Shift  Day  Afternoon  Night

Hours worked since arrival at work

(*employees and self-employed persons only*)

**10 Mechanism of accident/ serious harm:**

fall, trip or slip  hitting objects with part of the body  
 sound or pressure  being hit by moving objects  
 body stressing  heat, radiation or energy  
 biological factors  chemicals or other substances

mental stress

**11 Agency of accident/ serious harm:**

machinery or (mainly) fixed plant  
 mobile plant or transport  
 powered equipment, tool, or appliance  
 non-powered handtool, appliance, or equipment  
 chemical or chemical product  
 material or substance  
 environmental exposure (e.g. dust, gas)  
 animal, human or biological agency (other than bacteria or virus)  
 bacteria or virus

**12 Body part:**

head  neck  trunk  
 upper limb  lower limb  multiple locations  
 systemic internal organs

**13 Nature of injury or disease:**

fatal

(*specify all*)

fracture of spine  puncture wound  
 other fracture  poisoning or toxic effects  
 dislocation  multiple injuries  
 sprain or strain  damage to artificial aid  
 head injury  disease, nervous system  
 internal injury of trunk  disease, musculoskeletal system  
 amputation, including eye  disease, skin  
 open wound  disease, digestive system  
 superficial injury  disease, infectious or parasitic  
 bruising or crushing  disease, respiratory system  
 foreign body  disease, circulatory system  
 burns  tumour (malignant or benign)  
 nerves or spinal chord  mental disorder

**14 Where and how did the accident/serious harm happen?**

(*If not enough room attach separate sheet or sheets.*)

**15 If notification is from an employer:**

(a) Has an investigation been carried out?  yes  no  
(b) Was a significant hazard involved?  yes  no

Signature and date

Name and position  
(*capitals*)

### Accident Investigation

Name of organisation: Lactic Turkey Events

Event:

PARTICULARS OF ACCIDENT			
Date of accident:	Time	Location	Date reported
M T W T F S S:			

THE INJURED PERSON				
Name		Address		
Age	Phone number			
Date of accident		Length of employment — at plant      on job		
<b>TYPE OF INJURY:</b>	<input type="checkbox"/> Bruising	<input type="checkbox"/> Dislocation	<input type="checkbox"/> Other (specify)	Injured part of body
<input type="checkbox"/> Strain/sprain	<input type="checkbox"/> Scratch/abrasion	<input type="checkbox"/> Internal		
<input type="checkbox"/> Fracture	<input type="checkbox"/> Amputation	<input type="checkbox"/> Foreign body	Remarks	
<input type="checkbox"/> Laceration/cut	<input type="checkbox"/> Burn scald	<input type="checkbox"/> Chemical reaction		

DAMAGED PROPERTY	
Property/ material damaged	Nature of damage
	Object/substance inflicting damage

THE ACCIDENT			
<b>Description</b>			
Describe what happened (space overleaf for diagram — essential for all vehicle accidents)			
<b>Analysis</b>			
What were the causes of the accident?			
HOW BAD COULD IT HAVE BEEN?		WHAT IS THE CHANCE OF IT HAPPENING AGAIN?	
<input type="checkbox"/> Very serious	<input type="checkbox"/> Serious	<input type="checkbox"/> Minor	<input type="checkbox"/> Minor <input type="checkbox"/> Occasional <input type="checkbox"/> Often
<b>Prevention</b>			
What action has or will be taken to prevent a recurrence?	Tick items already actioned	✓	By whom      When
Use space overleaf if required			

TREATMENT AND INVESTIGATION OF ACCIDENT			
Type of treatment given	Name of person giving first aid	Doctor/Hospital	
ccident investigated by	Date	DOL advised YES / NO	Date