

Policy: Accident Reporting and Investigation

Policy Statement

The Manurewa High School Board of Trustees recognises its responsibility to report all accidents and incidents involving harm to persons and this will be investigated in order to prevent a reoccurrence of similar accidents. Deficiencies will be identified and any remedial action will be implemented.

Procedural Guidelines

- All work related injuries will be recorded in the approved register which is held in the Health Centre.
- Potential accidents and/or 'near misses' are to be recorded in the approved register.
- Accidents/incidences involving serious harm will follow OSH reporting systems and procedures.
- Investigations will determine course, consequences and develop controls to minimise and eliminate risk of recurrence.
- Investigations at all times will demonstrate concern for employees and student well-being.
- Staff will be informed of requirements regarding accidents/incidences/'near misses' reporting.

Review schedule: November 2019

ADOPTED BY BOARD OF TRUSTEES			
Date	27 June 2001	Chairperson	M J Bailey

REVIEWED	Date	17 September 2003	Chairperson	M J Bailey
AMENDED	Date	27 July 2005	Chairperson	S Smith
AMENDED	Date	24 September 2008	Chairperson	S Smith
REVIEWED	Date	26 September 2011	Chairperson	S Smith
REVIEWED	Date	30 May 2016	Chairperson	S Smith
REVIEWED/AMENDED	Date	Chairperson
REVIEWED/AMENDED	Date	Chairperson