

Massey University Policy Guide

Notifiable Event: Has the same meaning as contained in the Health and Safety at Work Act 2015, and includes death, notifiable illness or injury, and notifiable incidents.

Worker: an individual who carries out work in any capacity for a PCBU (Person Conducting a Business or Undertaking). This may be an employee, contractor, subcontractor, apprentice or trainee, or volunteer.

Incident Reporting:

In the event of a Level 1 or Level 2 Incident, verbal notification to the Occupational Health & Safety, and Wellbeing team should be made immediately to ensure that appropriate processes are put in place.

Regardless of severity, all incidents shall be reported in writing within the timeframes in the table below:

All reports must be made using the online system for reporting - MasseySAFE.

Incident Investigation:

Where an investigation is required, the purpose of that investigation is to determine what hazards and causal factors were involved in causing the incident, and whether control mechanisms were missing or not effective. The purpose of an investigation is not to determine or apportion blame and will be conducted using principles of Just Culture.

Investigations will be carried out depending on the level of severity of the incident, as per the following table:

alert or shared learning will be published by the Occupational Health, Safety and Wellbeing team. This safety alert or shared learning will be distributed to targeted recipients and published online for students and other workers. No safety alert or shared learning is to be issued prior to the review and approval of the Director Health, Safety and Wellbeing.

Where a Level 1 Incident, or a High Potential Incident, occurs:

- Ensure that the Vice Chancellor, relevant SLT member, DVC University Services, and Director Occupational Health & Safety, and Wellbeing have been advised.
- Initial communication should be verbal where possible to ensure that the message is delivered rapidly.
- Written communication should stick to the facts of the activity and injury, without any assumption as to causes prior to investigation.
- In the event that an incident is being investigated under legal professional privilege for the purposes of receiving legal advice, all communications relating to the incident shall be through the nominated legal representative only.

Related documents

Relevant Legislation

- Health and Safety at Work Act 2015

Procedures

- Health, Safety & Wellbeing Policy
- All relevant Workplace Rehabilitation and Injury Management Procedures and Guidelines (refer to the Policy Library for full list)
- All relevant Hazard and Risk Management Procedures and Guidelines (refer to the Policy Library for full list)