



Health & Safety at Work Act

What does the new legislation mean for me if there is an accident or incident in the workplace?

The definition for a notifiable injury or illness has changed, and there is a **new requirement about notifiable incidents**. The NZFS now has responsibilities to notify WorkSafe NZ of certain incidents that our people attend where there has been exposure to serious risk to their health and safety, even when no injuries or illnesses result.

Some new terms under The Act:

Notifiable injury or illness

will be used in place of the previous responsibility to notify WorkSafe NZ of 'serious harm'. The definition has some differences in conditions that are included. There is a new responsibility to contact WorkSafe NZ in relation to certain listed **notifiable incidents** – this mainly includes unplanned risk or near miss exposures. The Fire Service must notify WorkSafe NZ of any **notifiable injury, illness, incident** or workplace death immediately where possible, and no later than 48 hours. Your Region Safety, Health And Wellbeing Coordinator or National Team will advise on what should be notified.

Workplace – simply put, this is any place where work happens either regularly or in a one-off situation. For Fire Service workers, this definition would apply to fire stations and NZFS vehicles, in addition to any place where you temporarily undertake work for the Fire Service, e.g. an incident ground, a training area, or other non-NZFS premises for fire risk management activities.

If you have any further questions about what the Act means for you, contact your Region Safety, Health and Wellbeing Coordinator or see our FireNet link (on the right-hand side of the homepage) for more details.

What do I do if there is an accident or incident?

If you are a worker with no management responsibilities

you do the same good things you would do now:

- ▶ get appropriate medical help
- ▶ move workers or other people from the scene where necessary
- ▶ preserve the accident site unless there is a safety risk to the injured person or others
- ▶ notify your manager or officer immediately
- ▶ you don't need to decide what gets reported to WorkSafe NZ
- ▶ initiate a level one investigation

If you are a manager or officer your immediate responsibilities are unchanged:

- ▶ ensure appropriate medical help has been provided
- ▶ ensure workers or other people are away from danger
- ▶ confirm accident site is preserved unless there is a safety risk to injured or others
- ▶ notify your manager or on-call commander immediately
- ▶ ensure your *Region Safety, Health & Wellbeing Coordinator is notified
- ▶ coordinate with your *RSHWC and discuss if a level two investigation should be initiated
- ▶ the Safety, Health and Wellbeing Team or a senior manager will notify WorkSafe NZ if necessary

Executive officers and senior managers

Although you don't need to know the details of what should be reported to WorkSafe NZ concerning injuries, illnesses and incidents, you do need to be aware that there are some changes so you can discuss these with the Safety, Health and Wellbeing Team, following an event.

When you are notified of an incident:

- ▶ discuss with the Safety, Health and Wellbeing Team about notification to WorkSafe NZ
- ▶ if needed confirm who will contact WorkSafe NZ – and notify as soon as possible - or no later than 48 hours
- ▶ ring WorkSafe NZ for advice if unsure whether notification is needed
- ▶ initiate or confirm a level two investigation according to NZFS protocols – please note: records must now be kept for five years
- ▶ contact the Injury Management Unit to initiate rehabilitation support where needed