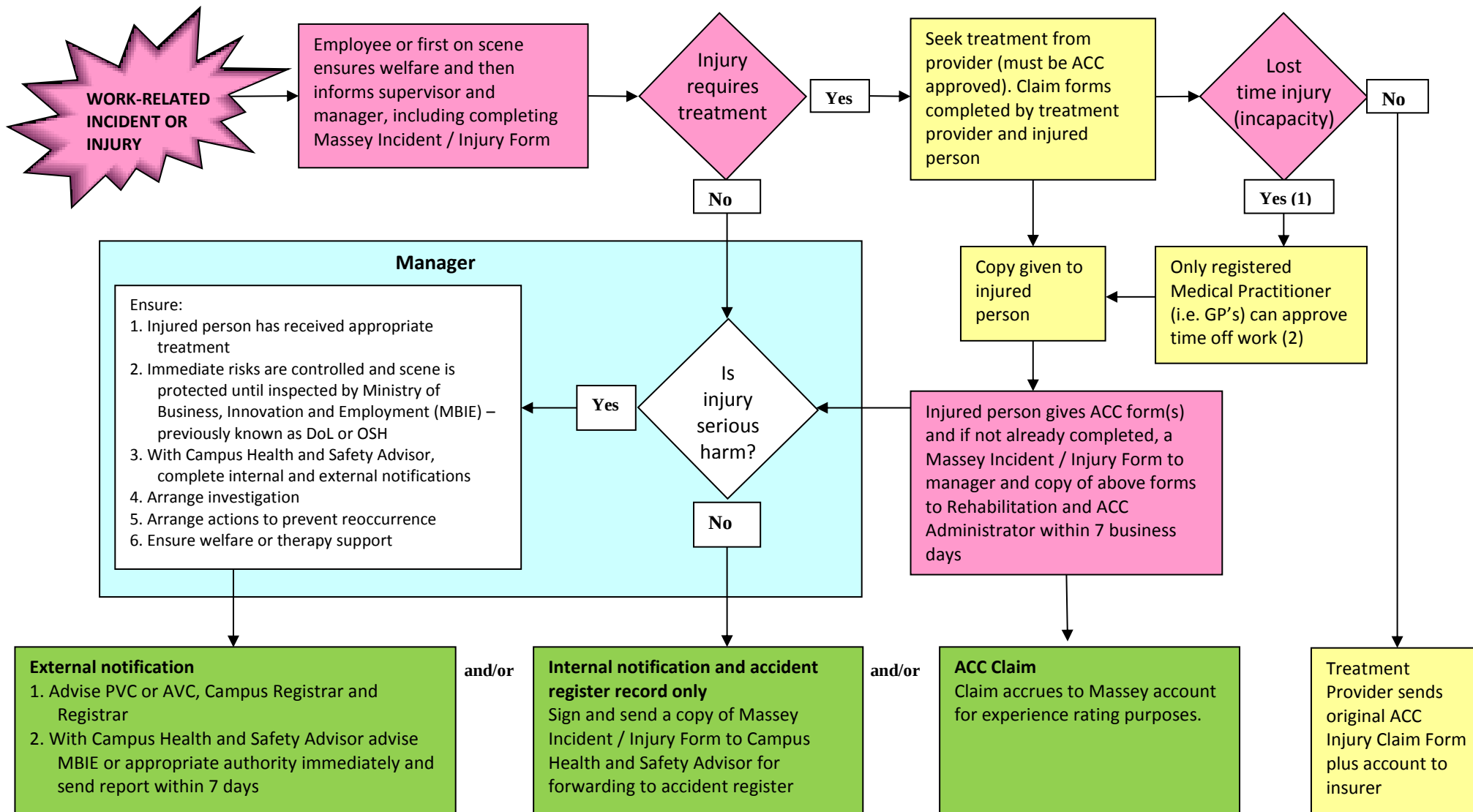


# Massey University Incident / Injury Reporting Process Flow Chart

revised January 2013



## Key:

Injured person

Employer

Process outcome

Treatment Provider Process

**Notes:** (1) In general term injuries which require absence (lost time) will most likely be “serious harm” and require notification to Ministry of Business, Innovation and Employment (MBIE)  
 (2) If duties are available within the injured person’s capacity, then a discussion with the General Practitioner, injured person and manager should occur to commence rehabilitation. (Seek advice from the Massey University Rehabilitation and ACC Administrator)

## **Glossary for terms used in accident reporting.**

**Accident:** is an undesired event that results in harm to people, damage to property and/or disruption to work programmes. Note: HASE Act 1992 classes both incidents and accidents as accidents.

**Incident:** is an undesired event which, under slightly different circumstances could have resulted in harm to people, damage to property or disruption of work programmes.

**Hazard:** is something which could or does cause harm.

**Harm:** is illness and/or injury.

**Manager:** Any staff member with delegated authority to employ other staff. Includes Vice Chancellor, Assistant Vice Chancellor, Pro Vice Chancellors, Registrars, Heads of Department, Head of School, Head of Institute, Head of College, Head of Section, Director, Manager, Supervisor or equivalent.

**Serious harm injury:** includes:

1. Death
2. 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 burns of eye, penetrating wound of eye, bone fracture, laceration, crushing.
3. Amputation of body part.
4. Burns requiring referral to a specialist registered medical practitioner or specialist outpatient clinic.
5. Loss of consciousness from lack of oxygen.
6. Loss of consciousness, or acute illness requiring treatment by a registered medical practitioner, from absorption, inhalation, or ingestion, of any substance.
7. 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.

**Temporary Severe Loss of body function:** requires a “yes” response to all of the following three criteria:

1. Is the employee suffering from pain or health impairment which is significantly more than discomfort?, and
2. Is the pain or health impairment severe enough to prevent the employee using part of the body?, and
3. Is the employee’s condition likely to be temporary?

**Significant hazard:** is a hazard that is an actual or potential cause of:

- serious harm, or
- harm which is more than trivial, where harm depends on the extent or frequency of exposure to the hazard, or
- harm which has delayed onset.