



Accident management

Policy

Policy statement

A safe and healthy work environment is fostered through a partnership where all involved combine their efforts and share the responsibility for work-related personal injury prevention and management. Early reporting is essential to this process and NZMF has a specific accident reporting and investigation form that must be used in the event of all work accidents, incidents and OOS type conditions.

A competitor or participant including officials who is seriously injured at an NZMF Event and needs medical treatment for head trauma or any other serious injury must provide NZMF and their trainer with a copy of the completed ACC form/s, and, if a stand down period is implemented the athlete must provide a medical clearance certificate before resuming training and or competing if the stand down period is greater than 30 days.

Scope

This policy applies to Members of NZMF, including Individual, Gym, Official, Promoter and Sanctioner Members.

Purpose

To provide consistent procedures for recording and investigating competition or training incidents and accidents and to set out the personal injury claim process.

Responsibilities

To assist NZMF in meeting its aims in the prevention and management of competition or training injuries, there are responsibilities for the NZMF through gym owners, trainers and promoters working in partnership with athletes.

The NZMF is responsible for:

- preventing accidents and injury by providing a safe and healthy training and competition environment within their areas of sports competition
- taking all practicable steps to see that all gym owners and promoters and sanctioners are aware of the accident reporting system, know where to obtain the appropriate form, and report such events when they occur
- ensuring all gyms and promoters arrange appropriate first aid and emergency care (or other assistance) where required if an accident does occur
- appoint a Board Member to act as the health and safety representative, including liaison with ACC and investigation of workplace injury or accident.

Gym members

Every gym member is responsible for:

- observing any established health and safety procedure that relates to the training performed
- participating in relevant health and safety training, e.g. First aid, NZ Drug Free training, concussion management training and weight management training courses
- accurately reporting and documenting all accidents, incidents and observed hazards to the NZMF Board
- obtaining initial medical treatment for their athletes and participants from a registered treatment provider of his/her choice (this must be a registered medical practitioner), when needed
- providing a copy of the completed ACC forms if required and, if a stand down is involved, a medical certificate from the registered medical practitioner, to the NZMF before the athlete is able to return to training if a stand down period of more than 30 days has been given

- reporting serious training injuries resulting in time off/stand down to the NZMF Board as soon as possible.

Procedures

Pre-competition injury prevention procedures

The person or gym responsible for recruitment will check information provided as part of the application process to ensure that prospective gym members have stated that they are physically and medically fit to perform the training for which they signed up for.

Record of accident/incident/serious harm

The Health and Safety in Employment Act places requirements on employers to record and investigate accidents. "Serious harm" accidents must be reported, in writing, and on the prescribed form, to the Occupational Safety and Health Service (OSH) of the Department of Labour, within seven days of the event.

The purpose of the investigation procedure is to determine actual causes of an accident/incident and to put in place procedures or controls to minimise the chances of a recurrence.

The NZMF accident/incident/serious harm form is available to all Gyms and Members

Notification of work-related⁷ accidents/incidents and how to make a claim

Whenever there is a 'Serious Harm' injury the Gym member must take the following steps:

- Inform the NZMF Board as soon as possible after the accident/incident occurs.
- Complete an accident/incident/serious harm form, and send a copy to NZMF immediately.
- If medical treatment is required and/or there is a stand down period, the athlete member must, in addition to completing the form above, seek treatment from a treatment provider of their choice. (This must be a registered medical practitioner if stand down is involved.) ACC forms will need to be completed.
- Provide copies of any completed ACC forms (and a medical certificate if stand down time is involved) to the Gym Owner and NZMF Board as soon as possible.

Accident/Incident reporting investigation

In the event of 'serious harm' or a significant hazard the NZMF must be advised immediately so that OSH can be advised.

The NZMF should:

- ensure receipt of all relevant information (incident form, ACC forms, medical certificates as applicable)
- initiate and carry out an investigation. This must commence within 12 working hours of the event concerned
- ensure any hazard that is identified as the cause of the event is eliminated, isolated or minimised in accordance with the requirements of the Health and Safety in Employment Act
- ensure all corrective actions that have been identified are carried out within the specified timeframes
- the investigation report will be reviewed by the President of the NZMF to ensure that the corrective actions have been carried out as indicated and to check, if applicable, that significant hazards and all safety policies and procedures have been adhered to and controlled in accordance with the requirements of the Act.

When events result in 'serious harm', take the following steps:

- Make sure anyone injured or suspected of injury has received medical attention if necessary.
- Do not interfere with the accident scene without the permission of an Inspector from the Occupational Safety and Health Service of the Department of Labour (OSH).
- Ensure footage of the incident is available if and when possible
- Complete the reporting and investigation procedures and take steps to eliminate, isolate or minimise any identified significant hazards. The injured person must also provide a medical certificate from the treatment provider and forward it to the health and safety representative or CEO.

- OOS type conditions may become 'serious harm' and must be reported to OSH (via the NZMF) if the following conditions are met:
 - The person is suffering from pain which is significantly more than discomfort, and considers it work related.
 - The person is unable to carry out, or is directed not to carry out, normal duties for a period of more than seven calendar days, irrespective of whether they take sick leave.
 - The person has voluntarily obtained, or been directed to obtain, medical help for the condition.
 - A diagnosis of an OOS type condition that is or could be work related is made by a medical practitioner.
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⁷ Affecting the Athlete.

Definitions

- **'Work-related personal injury'** is a personal injury that the staff member suffers as set out in the Injury Prevention, Rehabilitation, and Compensation Act. This includes a definition of personal injury caused by a work-related gradual process, disease or infection.
- **'Lost time accidents'** are work-related personal injuries that result in more than a day off the job (i.e. the staff member is unable to resume work the day after a personal injury has occurred).
- **'Treatment provider'** means a registered medical practitioner if time off work is required, or a registered health professional such as a physiotherapist, chiropractor etc. if time off work is not necessary.