

# Aquatic Survival Skills

---

## EVENT MANAGEMENT

---

### Disclaimer

*While every reasonable effort has been made to ensure that the information contained in this document is complete and accurate, Aquatic Survival Skills Trust, does not represent or warrant the accuracy or completeness of the information, or that this information is suitable for use in every situation. Aquatic Survival Skills Trust, and its trustees and officers, do not accept any responsibility or liability arising directly or indirectly from or in connection with your use or reliance on this information, or from any omission in the information.*

# Event Flowchart

**Event**

**Safety of Personnel**

Emergency Services  
Secure Scene (Make Safe - Prevent further serious harm, Control Hazards, Protect Environment)

**Freeze Scene**

Identify if serious harm could have occurred (If a crane is Involved you must report - Serious Harm and events that could have resulted in serious harm)

## Company Investigation Team

Contact your company investigation team, a safety plan should identify who to contact, company HSE, company lawyer, designated person to contact relatives of injured person(s). Consider having your Lawyer invoke legal privilege for all information you collect.

## Contact Insurance Company

Your Insurance Company will need to investigate. This is an ideal time to contact them while the scene is frozen.

## Notify Principal and affected PCBUs

Once the scene is frozen and all personnel are safe ensure the principle and affected PCBUs are notified so they may begin their own investigation if required.



## Non - Near Miss or Serious Harm

Internal Investigation of Incident.  
- Property Damage  
- Non Serious Harm  
- No potential to cause serious harm

## Notifiable Event

Notify WorkSafe NZ. You must notify even if another company has done so already.  
- a death  
- notifiable illness or injury  
- a notifiable incident.  
See Notifiable Events.

## Enforce Media Policy

Employees, Sub-contractors reminded of any company policies regarding photographs and social media. Specifically remind parties that you will be carrying out an investigation looking at the facts to find root cause - Photos in the media and social media can divert resources, create unhelpful hear-say and assumptions that have the potential to damage company reputations and lose contracts prior to the facts being ascertained.

## Media Representative

Designate a company representative to speak to the media. Make no substantive statement until a thorough investigation is completed.

**Post Incident Drug Testing**

All personnel directly involved in incident. Alcohol, Drugs - You may need to also consider Low Blood Sugar (Glucose) if possible cause. Take into account company drug and alcohol policies. Note: If the incident is on a public road the Police will breath test

**Written Record of Observations**

- Draw a map of the area indicating placement of injured persons, equipment and any potential evidence.
- Make notes on condition of equipment, ground, weather, time of day etc...
- There may have been movement of materials to render first aid - try to identify the original location before movement of any items.

**Identify Witnesses**

Obtain identity of witnesses-all people who might have information about the incident.  
- Workers on site: Obtain addresses, telephone numbers role and company employer.  
- Public: Obtain addresses and telephone numbers.  
- Keep eyewitnesses separate if possible.

**Photograph Scene**

## Employee Support

For serious harm incidents you may need to consider trauma counselling and support services.

Have those involved in incident write down what happened. Interview at a later stage based on photos and evidence gathered with support person. The association have access to professional services consultants that can support you in interviewing personnel involved in serious harm incidents.

**Take Written Statements**  
Complete Statement Form

**Interview Witnesses**

Interview those who witnessed event but were not involved. Only interview those involved when you have a clearer picture of what happened while at the scene, then later to check facts in a more relaxed environment.

**Unfreeze Scene**

If the incident was a Notifiable Event you can only unfreeze the scene after clearance from: WorkSafe NZ or the controlling agency.

**Complete Investigation**  
Complete Investigation Form

Prepare a written report for all serious incidents with details of what happened, when and who was involved.

**NOTE:**  
More than one Agency may investigate the incident.

For Example on roads:  
Police & WorkSafe NZ.

# Notifiable Event Flowchart

## Notifiable Event

Notify WorkSafe NZ. You must notify even if another company has done so already.

- a death
- notifiable illness or injury
- a notifiable event.



- a substance escaping, spilling, or leaking
  - an implosion, explosion or fire
  - gas or steam escaping
  - a pressurised substance escaping
  - electric shock (from anything that could cause a lethal shock, for example it would not include shocks due to static electricity, from extra low voltage equipment or from defibrillators used for medical reasons)
  - the fall or release from height of any plant, substance, or thing
  - damage to or collapse, overturning, failing or malfunctioning of any plant that is required to be authorised for use under regulations
  - the collapse or partial collapse of a structure
  - the collapse or failure of an excavation or any shoring supporting an excavation
  - the inrush of water, mud, or gas in workings in an underground excavation or tunnel
  - the interruption of the main system of ventilation in an underground excavation or tunnel
  - a collision between two vessels, a vessel capsizes, or the inrush of water into a vessel
  - any other incident declared in regulation to be a notifiable incident, for example those listed in:
    - >> regulation 6 of the Health and Safety At Work (Asbestos) Regulations 2016
    - >> Schedule 5 of the Health and Safety At Work (Mining Operations and Quarrying Operations) Regulations 2016
    - >> regulation 33 of the Health and Safety At Work (Major Hazard Facilities) Regulations 2016
    - >> regulation 70 of the Health and Safety at Work (Petroleum Exploration and Extraction) Regulations 2016.
  - >> Notifiable incidents do not include controlled activities that form part of the business or undertaking (eg the controlled release of water from a dam).
- A notifiable incident is where someone's health or safety is seriously endangered or threatened. People may be put at serious risk even if they were some distance from the incident (eg from a gas leak).

A notifiable incident also covers the incidents specified above which may have only resulted in minor (non-notifiable) injuries but had the potential to cause serious injury, illness or death.

## Examples of Notifiable Illness or Injury

For the complete List See WorkSafe NZ.

- An injury or illness that requires (or would usually require) the person to be admitted to hospital for immediate treatment
- The amputation of any part of the body that requires immediate treatment (other than first aid)
- A serious head injury that requires immediate treatment (other than first aid)
- A serious eye injury that requires immediate treatment (other than first aid)
- A serious burn that requires immediate treatment (other than first aid)
- A spinal injury that requires immediate treatment (other than first aid)
- Loss of a bodily function that requires immediate treatment (other than first aid) (for example, through electric shock or acute reaction to a substance used at work)
- Serious lacerations that require immediate treatment (other than first aid)
- Skin separating from an underlying tissue (degloving or scalping) that requires immediate treatment (other than first aid)
- Contracting a serious infection (including occupational zoonoses) to which the carrying out of work is a significant contributing factor including any infection due to carrying out work:
  - with micro-organisms
  - that involves providing treatment or care to a person
  - that involves contact with human blood or bodily substances
  - that involves handling or contact with animals, their hides, skins, wool or hair, animal carcasses or waste products or
  - that involves handling or contact with fish or marine mammals.
- An injury or illness that requires (or would usually require) medical treatment within 48 hours of exposure to a substance (a natural or artificial substance in any form for example, solid, liquid, gas or vapour)
- An illness or injury declared in regulations to be a notifiable injury or illness

# Aquatic Survival Skills

## Event Report

Date: .....

What happened?

Event Description

-----  
-----  
-----

When and Where?

Event Detail

When did it happen?: .....

Where did it happen?: .....

Severity of Event:  Minor  Moderate  Serious  Potentially Serious  Unknown at this stage

First Aid Event    1-5 days off work    Notifiable Injury or Illness

Corrective Actions?

Corrective Actions

-----  
-----  
-----

What went well?

What went right

-----  
-----  
-----

What could we do better?

What could we learn

-----  
-----  
-----

Please sign and date when you have completed.

Sign Off

Name: ..... Title: .....

Contact Number: ..... Role in Event: .....

Signature: ..... Date: .....

Have you completed an Investigation?  Yes  No    Event Type?  Near Miss  Injury  Illness

## Traffic Accident

Date: ..... Time: .....

### Driver Details Party A

Driver A

Name: ..... Registration No: .....

Company: ..... Contact No: .....

Address: .....

Vehicle Colour: ..... Insurer: .....

### Driver Details Party B

Driver B

Name: ..... Registration No: .....

Company: ..... Contact No: .....

Address: .....

Vehicle Colour: ..... Insurer: .....

### What happened?

Driver C

## Investigation

Date: ..... Event ID: .....

### Summarise the event

Event Description

.....  
.....  
.....

### Information collected

Information Details

.....  
.....  
.....

(Who is injured, witnesses, interviews, observations, photos, notes, re-enactment)

### Describe what key factor(s) contributed to the event

Analysis

.....  
.....  
.....

(Consider tasks, people factors, systems, environmental factors, equipment, culture (how we do things here), weather etc.)

### What actions are required to fix the situation?

Actions

.....  
.....  
.....

(What changes are required, who approves them, who needs to be informed about them)

Actions assigned to: ..... Date actions due: .....

Signed off by: ..... Date actions completed: .....

### Please sign and date when you have completed.

Sign Off

Name: ..... Title: ..... Date: .....

Contact Number: ..... Signature: .....

Has WorkSafe been notified?  Yes  No

Does the Hazard Register need updating?  Yes  No

Date WorkSafe notified: ..... Date Hazard Register updated: .....

## Statement

Name ----- Date -----

Please describe in your own words what took place, leading up to the incident. The information you include in your statement below should include such things as shift start, rest breaks, conversations, changes to job scope for example.

-----

-----

-----

-----

-----

-----

-----

-----

-----

-----

-----

-----

-----

-----

-----

-----

-----

-----

-----

-----

-----

The statement above is a true and accurate reflection of the events that occurred. Please sign the bottom and initial each page of your statement.

(Please use additional sheets if required)