



Incident Reporting Process Summary

For Ministry-Led Construction Projects

What needs to be reported?

All incidents and accidents must be reported to EIS regardless of whether anyone was hurt. This includes first aid, medical treatment, hospitalisations and fatalities. It also includes near misses – this is anything that had the potential to harm a person.

Why?

The purpose of an investigation is to gain information and insight to understand how and why things went wrong, to identify deficiencies in risk control management and to prevent further similar incidents.

Contractors and Service Providers must provide EIS with their own investigation findings, any actions/improvements required as a result of that investigation and the necessary oversight/monitoring of the implementation of any recommendations.

Notification

All notifications must be sent to your EIS Representative and copied to the EIS Health & Safety Team.

Notifiable Events & Serious Harm	→	Notify within 24 Hours
All other Incidents	→	Notify within One Week

If an incident is classified as a Notifiable Event (per WorkSafe NZ definition) OR someone was seriously harmed OR there was the potential for serious harm, notification must be made to EIS Health & Safety Team immediately by email or telephone. Notifications in writing should occur as soon as possible after the event but within 24 hours of occurrence. This allows the Ministry to make any necessary enquiries and provides opportunity to undertake any necessary investigation.

Contractors must send a full Incident Investigation Report to EIS as soon as the investigation is complete, by mutually agreed timing.

If the incident is notifiable to WorkSafe NZ, the Contractor in control of the work site or transport service is considered best placed to notify WorkSafe NZ. EIS representatives should ensure notification has been completed and can assist in this process if required. If you are required to report a notifiable event, you can contact WorkSafe NZ on 0800 030 040.

All other incidents

For all other incidents, the Contractor's Incident Investigation Report should be sent to your EIS Representative and the EIS Health & Safety Team by email. Notifications should be completed within one week of the incident occurring.

Once initial notification of an incident has occurred, the Health and Safety team will carry out an initial incident assessment to determine the appropriate level of investigation that needs to be undertaken in relation to the incident.

How to Contact the EIS Health & Safety Team:

EIS.HealthandSafety@education.govt.nz

After hours: +64 27 244 6469 OR +64 27 839 8566