

Restoring Takarunga Hauraki

Fieldwork Accident & Incident Report

Kaupapa Whakaora Taiao · Health and Safety

Please complete this form as soon as possible after any accident, injury, illness, near-miss, property damage or environmental incident that occurs during RTH fieldwork. Give the completed form to your team lead, or directly to Lance, within 24 hours — sooner if the event is serious. If in doubt, fill it in.

If someone is seriously injured or life is in danger, call 111 immediately. If the event may be a notifiable event under the Health and Safety at Work Act, do not disturb the scene beyond what is needed for first aid — see Section 12 on the second page.

1. About the person completing this form

Full name	
Phone / email	
Date form completed	

Role on the day: ☐ Staff ☐ Team lead ☐ Volunteer ☐ Visitor / other

2. When and where it happened

Date of event		Time	
Site / location			
Weather / conditions			

Eco-corridor / area: ☐ Oneoneroa ☐ Ngau-te-ringaringa ☐ Ngā Maunga ☐ Nursery (NCN) ☐ Off-site / travel

3. Type of event (tick all that apply)

☐ Injury ☐ Illness ☐ Near-miss ☐ Property damage ☐ Environmental incident ☐ Other

☐ This may be a notifiable event under HSWA — see Section 12.

4. Person(s) affected

Full name		Age (if minor)
Contact / next of kin		

Their role: ☐ Staff ☐ Volunteer ☐ School / youth group ☐ Corporate group ☐ Member of the public

5. What happened (describe in your own words)

Please describe the sequence of events — what people were doing, what went wrong, and what happened next. Attach a sketch if that helps.

6. Injury or illness details (if any)

Body part(s) affected	
Nature of injury	

Type: ☐ Cut / laceration ☐ Sprain / strain ☐ Puncture ☐ Burn / chemical exposure ☐ Fall ☐ Bite / sting
☐ Eye injury ☐ Other

7. First aid and immediate response

First aid given by	
What was done	

Person then: ☐ Continued on-site ☐ Went home / self-care ☐ GP / clinic ☐ Ambulance / 111 ☐ Hospital

8. Witnesses

Name	Phone / email

9. Contributing factors (tick all that apply)

- ☐ Weather / conditions ☐ Terrain / ground ☐ Tools / equipment ☐ Herbicide / chemical
☐ PPE not worn / unavailable ☐ Training / experience ☐ Fatigue / hydration ☐ Communication / briefing

Other (describe)	
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10. Actions taken at the time

What was done immediately — first aid, evacuation, notifying whānau, securing the site, etc.

11. Recommended follow-up / corrective actions

What should change to reduce the chance of this happening again? (procedure updates, training, PPE, hazard register additions, briefing changes...)

12. Notifiable event check (HSWA / WorkSafe NZ)

Under the Health and Safety at Work Act 2015, RTH must notify WorkSafe NZ as soon as possible after a “notifiable event” — that is, a death, a notifiable injury or illness, or a notifiable incident arising from work. In doubt? Ring WorkSafe NZ on 0800 030 040 or Lance before disturbing the scene.

Tick if any apply: ☐ Death ☐ Hospital admission ☐ Serious burn / head injury / spinal / amputation ☐ Loss of consciousness

☐ Serious infection (work-related) ☐ Exposure to hazardous substance (herbicide, fuel, etc.) ☐ Fall from height
☐ Uncontrolled release of substance

Notified WorkSafe?	Yes / No — date & time:	Reference #
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13. Sign-off

Role	Name & signature	Date
Reporter		
Team lead / supervisor		
Received by Lance (or delegate)		
Added to RTH incident register		

Once complete, please send to Lance (senior lead) and to Jane (H&S review). Original filed at NCN. Keep a copy for yourself. Ngā mihi mō tō tautoko.