

CASA LEISURE OHS BULLETIN

MARCH 2016

Near Miss, Hazard, Accident & Incident Reporting

Reporting accidents and near misses is extremely important for not only preventing accidents but potential future litigation. Separate forms are available at reception for both near misses and hazards and accident and incident reporting.

Definitions

What is a near miss? an incident that almost had the potential to cause an incident to people, the environment, machinery or plant.

What is a hazard? something with the potential to cause an incident to people, the environment, machinery or plant.

What is an incident? an unplanned event resulting in, injury, ill health or damage or an incident resulting in a dangerous event. Hazard and near miss reporting can actually be more important and improve the safety of the workplace than accident reporting. By reporting a near miss or hazard you are potentially reducing the likelihood of an accident occurring.

Most people do not realise they are expected to report near misses—no matter how trivial they may seem. Although there may not have been a serious accident, these incidents could result in future accidents. By recognising near misses and taking action to correct the underlying problems, employees will not only reduce the number of near misses, but more importantly, they will reduce the number of actual accidents in the future.

Some near miss examples:

- An employee trips over an extension cord that lies across the floor but avoids a fall by grabbing the corner of a desk.
- An outward-opening door nearly hits a worker who jumps back just in time to avoid a mishap.
- Instead of using a ladder, an employee uses a milk crate, loses balance and stumbles to the ground. Although the employee is shaken, there is no injury.

When incidents like these happen, most workers are simply relieved they were not injured and then forget about what happened. However, when an employee narrowly avoids an accident or injury, everyone should assume they are at risk of that same occurrence. Another person is very likely to be injured by that same hazard on a future date. In fact, the difference between a near miss and a serious injury is often a fraction of a metre or a split second. They are warning bells to let employees know something is very wrong or unsafe and requires immediate attention.

Hazards and near misses should not be seen as the same – the below show examples of the same incident as a hazard then as a near miss.

Examples of a Hazard:

- You are walking along in the gym and see a weight lying on the ground, you pick the weight up and put it in a safe location - this is a **Hazard**.
- You see someone doing overhead shoulder presses with a bar without the collar (safety clips) in place - this is a **Hazard**.



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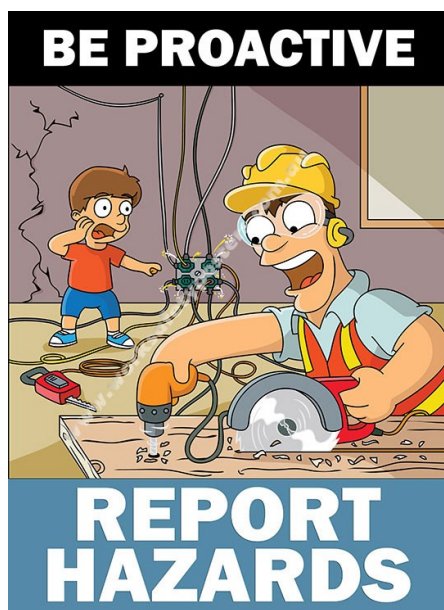
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Corresponding examples of a Near Miss:

- You are walking along in the gym and you have to jump over a weight lying on the ground at the last minute to avoid tripping over it, you did not fall to the ground nor did you hurt yourself at all -This is a **Near Miss**.
- You are in the gym when someone drops a weight off the shoulder press, you see the weight falling and if you don't move it's going to hit you. You jump out of the way to avoid being hit - this is a **Near Miss**. Even if you do not see the weight falling and it lands next to where you are standing, just missing you, this is also a **Near Miss**.



Accident/Incident Reporting

A work-related injury is any injury, disease or disability which arises out of or in the course of any work related activity and which requires first aid or medical treatment. An

Something to ponder

Casa Leisure does not have many workplace accidents reported. Is this because we all work safely and have great training or no-one has a job that involves any dangerous activities or does no-one really have any accidents??

accident/incident report form needs to be completed – not only if you injure yourself but if a member, sports team player, child in the crèche, umpire etc. does.

What to do if you are injured at work

- Seek first aid medical treatment as soon as possible.
- Complete an accident report form and notify your manager preferably within 24 hours.
- When you see a doctor, they must provide a medical certificate.
- Complete a workers compensation claim form for your state. Both the injured worker and the employer must complete the claim form by following the Instructions included with the form.
- We need to keep records of accidents that occurred in our centres for at least seven years and even longer for children. The reports can help in cases where people come back to make claims weeks, months or even years later (and this does and has happened!). It is important to put down as much detail as you can as it is unlikely you will remember everything from the incident in 2 or 5 or 8 years time!
- Keeping records also allows us to see if there are any patterns in the where, when, how, why or who the accident occurred and look into ways to remove the hazard, e.g. all staff who use the workstation in reception claim they have a sore back after their shift.



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