

Accident / Injury/ Death and Near Misses Reporting

1. Purpose

To ensure compliance with the **OHS Act** and **ACC regulation** for reporting of Accidents, Injuries, Death, and New Misses to the relevant authorities.

2. Scope

This procedure will be used by the **HODs** and **Campus Directors**, assisted by **USP OHS teams**, to report incidents, near misses, and accidents sustained by staffs, students and visitors on all USP Campuses and rented facilities.

3. Definitions

“**Accident**” means an unplanned or unwanted event that occurred during the performance of work activities, and that resulted in injury, illness or damage.

“**Near-Miss**” means an unplanned event that did not result in an injury, illness or damage, but had the potential to do so.

“**Incident**” an unplanned event that did not result in injury, but damage to the property or could lead to injuries if not corrected.

4. Responsibilities

All staffs, students, contractors must report any injury/accident/incident to their respective HOD / HOS / Campus Directors.

HOD/HOS/Campus Directors must then notify USP OHS Team via email (ohs@usp.ac.fj) for guidance and compliance requirements.

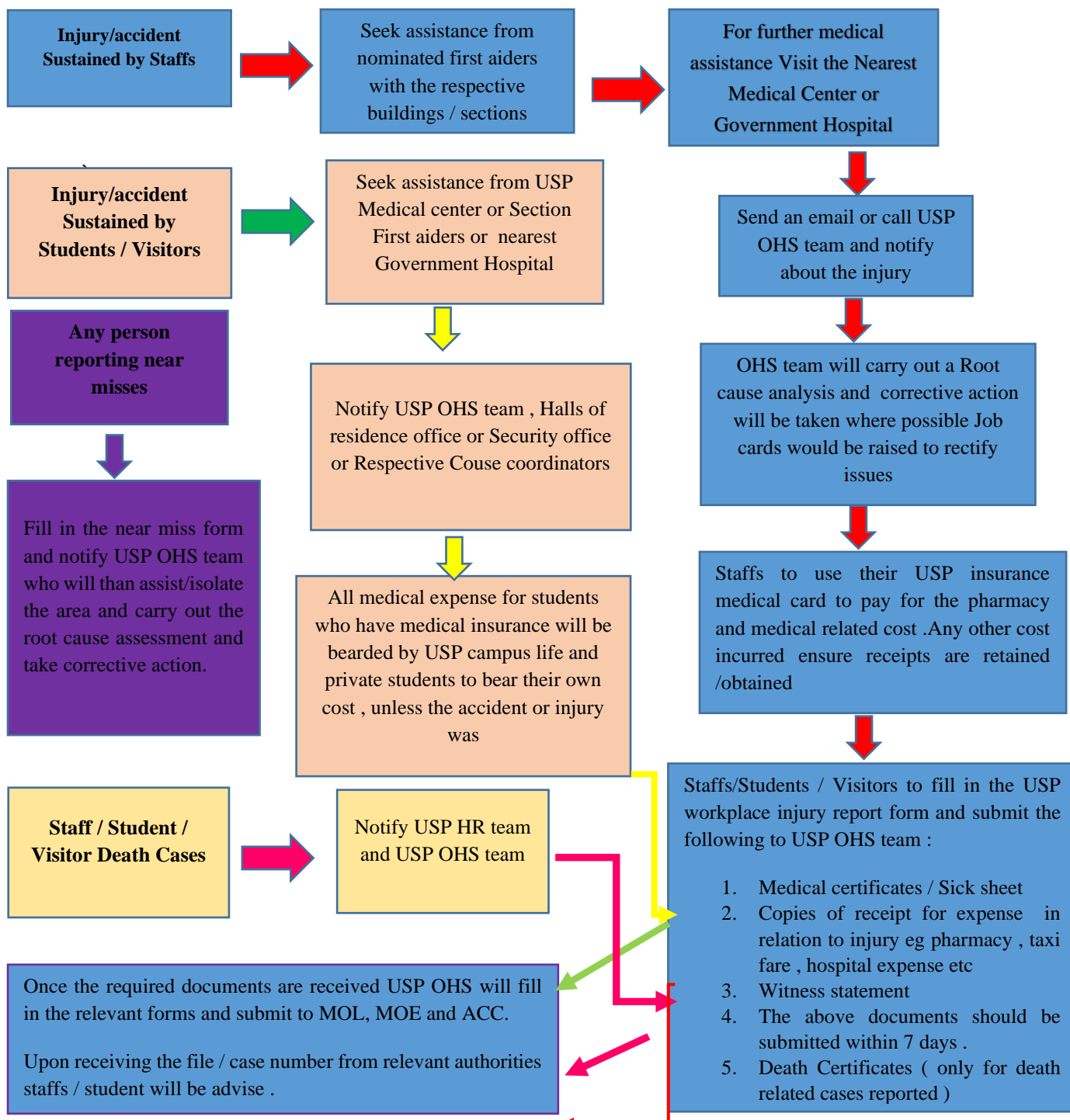
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5. Procedure

Input

To ensure accident/injury report forms are correctly filled, actual details are captured to assist in root cause analysis and accurate reporting to authorities.

The below flow charts provides guidance on how to report injury, accident, near miss and death cases.



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Ouput

To comply with legal requirements and take appropriate action to prevent reoccurrence .

6. Reference Documents

- Nations OHS Act /Legislation
- Accident Compensation Commission Act / Legislation
- USP OHS Policy : <https://www.usp.ac.fj/index.php?id=12321>
- Injury / incident / Hazard report form
- Statement of person injured or witnessing an injury at workplace
- Statement of Supervisor of worker injured at workplace.

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