

Outdoor Education and Recreation National Incident Database (NID)

A guide to:

- **Registering on the NID**
- **Completing participation day rates**
- **Reporting an incident**
- **Reporting serious harm incidents to the Department of Labour**



NEW ZEALAND MOUNTAIN SAFETY COUNCIL

Introduction

The Outdoor education/recreation National Incident Database (NID) is an on-line database where registered individuals and organisations involved in outdoor activities can report any incidents that occur on any given outdoor recreation/education activity.

This guide is to assist an organisation to register and enter an incident on the NID.

You do not need to have had an incident in order to register with the NID.

When an incident occurs, the outdoor leader/guide/teacher, etc completes a hard copy of the Outdoor recreation/education incident form. A form should be completed for each participant involved in an incident.

Once the form is completed, you should retain a copy to enter on the NID.

This guide explains how to register an organisation and report an incident on the NID.

Acknowledgments

Our thanks to Ministry of Education, Education Outdoors NZ, NZ Mountain Safety Council, Outdoors NZ for providing funding to kick start the development of the NID and the Ministry of Education for further improvements to the database. These improvements include: upgrades to the web-based NID and the writing of NID reports.

Registering on the NID

Before you can report an incident, you must register your organisation on the NID. To do this, go to the NID website at www.incidentreport.org.nz

National Incident Database

Managed by **MS** OUTDOOR SAFETY

Username: Password:

[Forgotten Password](#) | [Home](#) | [Register](#) | [Links](#) | [Outdoor Safety Resources](#) | [View Reports](#)

The National Incident Database Project

The National Incident Database Project was initiated by New Zealand Mountain Safety Council after discussions arising from the Risk 2002 Conference and with Rick Curtis of OutdoorSafety.org.

This database is designed for use by those involved in outdoor activities. That is, people and organisations involved in self propelled outdoor pursuit/outdoor adventure activities such as; kayaking, rafting, biking, tramping, trail running, caving, skiing, climbing, sailing, paragliding, diving, etc. As well as motorised adventure activities such as quad biking and jet skiing. These people/organisations could be commercial, educational, not for profit, or informal groups and individuals recreating in the outdoors or any combination of the above.

The project aims to:

- Create a standard method for collecting and analyzing outdoor incident data. Although the locations may be different, the activities themselves such as rock climbing, ropes courses, and kayaking are much the same therefore the incidents that occur are usually similar.
- Have an accepted database standard will allow for the collation of data from various sources. The more data collected, the better our ability to analyze it, identify trends, and make concrete recommendations for programme improvement.
- Provide timely and accurate incident data to varying government agencies.
- Work towards developing an international standard to enable it easier to integrate programme data from around the world.

This Project is a joint effort of outdoor organisations, within New Zealand. Project partners include:

New Zealand Mountain Safety Council (NZMSC)
Outdoors New Zealand (ONZ)
Education Outdoors New Zealand (EONZ)
Ministry of Education, New Zealand


Outdoor education/Recreation National Incident Database (OER NID)
[Click here for an example Outdoor Education/Recreation Incident Database](#)
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[Click here for a hard copy of the Incident Severity Scale](#)
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Snowsports National Incident Database (SS NID) - for ski field use only
[Click here for an example Ski Area Incident Database](#)

Below the banner at the top of the page are several headings. Select Register.

Next, select a category most suited to your organisation from the drop-down menu, and click Next.

National Incident Database Username: _____ Password: _____ **LOGON**

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National Incident Database Registration

Please choose the category in which you primarily belong: (see below for more details)

--- Please select a category --- **Next**


--- Please select a category ---

- Adventure Tourism : commercial outdoor activities.
- Government Department
- National Organisation / Club : with a national membership
- NZ Skifield : commercial ski field operation.
- Other
- Outdoor Centre / Provider : adventure based learning.
- Outdoor Events : organised races such as multisport.
- Recreational Club : non-national clubs.
- School : primary or secondary, year 1 - 13.
- Tertiary Institution : polytechnics, universities.
- Test

Outdoor Centre / Provider :	Outdoor skills, Adventure based learning, personal development using the outdoors.
National Organisation / Club :	Organisations and clubs with a national membership.
Recreational Club :	Non national clubs eg tramping, multisport, orienteering. Generally run by volunteers.
Tertiary Institution :	Polytechnics, universities
Government Department :	Any government department
Outdoor Events :	Organised races such as multisport, cycling, trail running, orienteering, adventure racing, etc or other similar types of outdoor events.
Other :	If you don't fit into any other category.

You should see the following screen:

National Incident Database Username: _____ Password: _____ **LOGON**

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National Incident Database Registration

Please note fields with an * are compulsory

Region* **Please Select**

Point of Contact for Organisation

First Name*

Last Name*

Physical Address

Mailing Address*

Phone* eg: 07 356 2545

Fax eg: 07 356 2545

Mobile eg: 0274 356 2545

Email* eg: jones@nra.co.nz

Please ensure your email is correct as this is where your password will be sent.

User Name*

Register



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Enter details into the blank fields. Make sure you remember your user name – you (and other staff members) will need this to log on to the NID when reporting an incident.

Note 1: Consider selecting your organisation's name as your user name rather than an individual's name so this will not outdate as people move on from your organisation.

Note 2: When giving an email address, if possible use a generic address such as admin@.... so that this information doesn't change when contact people come and go from the organisation.



When you are finished, click Register. You will then be given the following message:

National Incident Database		Username: <input type="text"/>		Password: <input type="password"/>		LOGON
Managed by 						
Forgotten Password Home Register Links Outdoor Safety Resources View Reports						
National Incident Database Registration						
Thank you for registering, your password will be emailed to you shortly.						
About Us Copyright Privacy Policy Contact Us © 2009 MSC						

You will shortly receive an email which will give you your user name and password. You can use these to log on to the NID to report an incident.

Changing your password

You can change the automatically generated password emailed to you by selecting [Change Password](#) in the left side menu.

National Incident Database		LOGOUT	
Managed by 			
Home Links Outdoor Safety Resources View Reports			
Welcome SaulR	Tui		
Change Password	Change Password for SaulR		
Add Incident	Current Password	<input type="password"/>	
View Incidents	New Password	<input type="password"/>	
Extract Data	New Password again	<input type="password"/>	
Generate Report	<input type="button" value="Change Password"/>		
Edit Locations			
About Us Copyright Privacy Policy Contact Us © 2009 MSC			

Completing participation day rates

Participation day rates are crucial in giving context to the incident data. For example we may have 200 tramping incidents in a year, compared to five rock climbing incidents. This may appear to be a significant difference. However, with 200,000 participant days for tramping and 500 participant days for rock climbing the incident rate is 10 incidents per 1000 participant days for rock climbing and one incident per 1000 participant days for tramping. This analysis shows that rock climbing clearly has a higher incident rate than tramping.

The steps to completing participation day rates are as follows:

- 1) Sign in to NID (user name and password)
- 2) Click on 'participation rates' (bottom left of screen in side bar)

National Incident Database

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Welcome ROSA

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Participation Rate

INCIDENT

An undesired event that could or does result in a loss. The loss may involve harm to people, damage to property, and/or loss to process. In this database, incident is an umbrella term to describe fatality, injury, illness, damage to property, near miss, behavioural/motivational event or a combination of these.

Which incidents should be reported?

For the purposes of this project, it should meet one or more of the following criteria:

- severity scale ranking of three or above
- requires more than simple first aid (ie band aid)
- requires follow up care by a medical professional
- requires follow up care by a therapist, psychologist or social worker
- requires use of prescription medications
- interferes with the person's active participation
- requires evacuation from the field
- requires the loss of a day or more participation (if activity greater than a day)
- results in a near miss

3) Select 'year' and click on 'view'. The following screen will display.

Change Password Add Incident View Incidents Extract Data Generate Report Participation Rate	Participation Day Rates	
	Year: 2009	View
	Current participation rates and activities for 2009	
	Activity Total	Participation Day Rate 0
	Update Activity Participation Rates: <i>Please select the all the activities</i>	
<div> <input type="checkbox"/> Abseiling <input type="checkbox"/> Land Yachting <input type="checkbox"/> Skiing-Snowboarding </div> <div> <input type="checkbox"/> Bungy Jumping <input type="checkbox"/> Multisport / Adventure racing <input type="checkbox"/> Snow Caving </div> <div> <input type="checkbox"/> Camping <input type="checkbox"/> Motorized off road <input type="checkbox"/> Snorkelling </div> <div> <input type="checkbox"/> Canoeing <input type="checkbox"/> Mountain biking <input type="checkbox"/> Solo </div> <div> <input type="checkbox"/> Caving <input type="checkbox"/> Mountaineering <input type="checkbox"/> Surfing </div> <div> <input type="checkbox"/> Community service <input type="checkbox"/> Orienteering / Rogaining <input type="checkbox"/> Swimming </div> <div> <input type="checkbox"/> Cycling <input type="checkbox"/> Rafting-Tubing <input type="checkbox"/> Tramping </div> <div> <input type="checkbox"/> Fishing <input type="checkbox"/> River Crossing <input type="checkbox"/> Transportation </div> <div> <input type="checkbox"/> Horse Riding <input type="checkbox"/> Rock Climbing <input type="checkbox"/> Wind Surfing </div> <div> <input type="checkbox"/> Hunting <input type="checkbox"/> Ropes <input type="checkbox"/> Water Skiing </div> <div> <input type="checkbox"/> Initiatives <input type="checkbox"/> Sailing </div> <div> <input type="checkbox"/> Kayaking <input type="checkbox"/> Sea Kayaking </div>		
Next		

4) Select the activities that your organisation offers and select “next”

Change Password Add Incident View Incidents Extract Data Generate Report Participation Rate	Participation Day Rates	
	Year: 2009	View
	Current participation rates and activities for 2009	
	Activity Total	Participation Day Rate 0
	Update Activity Participation Rates: <i>Please select the all the activities</i>	
<div> <input checked="" type="checkbox"/> Abseiling <input type="checkbox"/> Land Yachting <input type="checkbox"/> Skiing-Snowboarding </div> <div> <input type="checkbox"/> Bungy Jumping <input type="checkbox"/> Multisport / Adventure racing <input type="checkbox"/> Snow Caving </div> <div> <input type="checkbox"/> Camping <input type="checkbox"/> Motorized off road <input type="checkbox"/> Snorkelling </div> <div> <input type="checkbox"/> Canoeing <input checked="" type="checkbox"/> Mountain biking <input type="checkbox"/> Solo </div> <div> <input type="checkbox"/> Caving <input checked="" type="checkbox"/> Mountaineering <input type="checkbox"/> Surfing </div> <div> <input type="checkbox"/> Community service <input checked="" type="checkbox"/> Orienteering / Rogaining <input type="checkbox"/> Swimming </div> <div> <input type="checkbox"/> Cycling <input type="checkbox"/> Rafting-Tubing <input checked="" type="checkbox"/> Tramping </div> <div> <input type="checkbox"/> Fishing <input type="checkbox"/> River Crossing <input type="checkbox"/> Transportation </div> <div> <input type="checkbox"/> Horse Riding <input checked="" type="checkbox"/> Rock Climbing <input type="checkbox"/> Wind Surfing </div> <div> <input type="checkbox"/> Hunting <input type="checkbox"/> Ropes <input type="checkbox"/> Water Skiing </div> <div> <input type="checkbox"/> Initiatives <input type="checkbox"/> Sailing </div> <div> <input checked="" type="checkbox"/> Kayaking <input type="checkbox"/> Sea Kayaking </div>		
Next		

- 5) Enter your participation day rates for each activity. To assist you can use the PDR calculator if you have participants for half days or more than one day. *Note: We do not require exact figures and understand that it can be difficult to get accurate numbers. Your best approximation/ball park figures are far better than what we have currently.*

The screenshot shows the ROSA web application interface for setting participation day rates for 2009. On the left is a navigation menu with links like 'Change Password', 'Add Incident', 'View Incidents', 'Extract Data', 'Generate Report', and 'Participation Rate'. The main content area is titled 'Participation Day Rates for 2009' and includes instructions, the formula $PDR = \text{SUM} (CD \times A)$, and an example for Tramping. Below this is a table with columns for Activity, Participation Day Rates, and a link to 'Use PDR Calculator'. Activities listed include Abseiling, Kayaking, Mountaineering, Orienteering, Rock Climbing, Sea Kayaking, and Tramping. To the right, a separate window titled 'PDR Calculator' is shown, which has input fields for Course Duration (Days) and Attendance (number of people), and a 'Calculate PDR' button.

- 6) Enter your course duration days. Then enter the numbers of participants you expect for each activity. If you have participants coming in for differing numbers of days, place the course duration on the left hand column and the numbers of participants in the right hand column. Click on 'calculate PDR' and the 'Transfer PDR' box will appear. Click okay and this figure will be entered in the participation day rates.

This screenshot shows the 'PDR Calculator' window with the following data entered:

Course Duration (Days)	Attendance (number of people)
0.5	160
1	100
3	40

A 'Transfer PDR' dialog box is overlaid on the calculator, displaying the message: 'Transfer pdr[Rock Climbing] = 300'. The dialog has 'OK' and 'Cancel' buttons.

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Participation Day Rates for 2009

Please complete to your best approximation; the total number of participants you have per year for each activity and how many days your participants spend per year doing the activity (1/2 day = 4 hours or less, 1 day => 4 hours).

PDR = SUM (CD x A)
Participation Day Rate = sum of (course duration x attendance)

Example 1: Tramping

Course Duration (Days)	Attendance	PDR
0.5	1000	500
1	360	360
3	120	360
10	16	160
PDR for Tramping is:		1380

Activity	Participation Day Rates	
Abseiling	<input type="text" value="150"/>	Use PDR Calculator
Kayaking	<input type="text" value="1200"/>	Use PDR Calculator
Mountaineering	<input type="text" value="100"/>	Use PDR Calculator
Orienteering	<input type="text" value="140"/>	Use PDR Calculator
Rock Climbing	<input type="text" value="300"/>	Use PDR Calculator
Sea Kayaking	<input type="text" value="200"/>	Use PDR Calculator
Tramping	<input type="text" value="500"/>	Use PDR Calculator

7) Repeat for each activity

The screenshot shows the 'Participation Day Rates' section of the NID web application. It displays the current participation rates for 2009 and provides a 'View' button. Below this, there is a section titled 'Update Activity Participation Rates: Please select the all the activities' which contains a list of activities with checkboxes for selection. The activities listed are: Abseiling, Bungee Jumping, Camping, Canoeing, Caving, Community service, Cycling, Fishing, Horse Riding, Hiking, Initiatives, Kayaking, Land Yachting, Motorsport / Adventure racing, Motorised off road, Mountain biking, Mountaineering, Orienteering / Rogaining, Rafting/Tubing, River Crossing, Rock Climbing, Rafting, Sea Kayaking, Sitting/Snowboarding, Snow Caving, Snowshoeing, Solo, Surfing, Swimming, Tramping, Transportation, Wind Surfing, and Water Skiing. A 'Next' button is located at the bottom of the list.

- 8) Email nid@mountainsafety.org.nz to confirm you have completed this process.
- 9) You may update these figures at any time. We will also send out an annual reminder for you to update these figures.

Logging on to the database

You can access the NID at www.incidentreport.org.nz

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Ministry of Education, New Zealand


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At the top right of the page you enter your organisation's username and password. This will log you on to the database. If you don't know or have misplaced your username and password, you can email nid@mountainsafety.org.nz

Once you are logged on, you will see a screen like this:

National Incident Database

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Welcome msc

[Change Password](#)

[Add Incident](#)

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[Participation Rate](#)

INCIDENT

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Which incidents should be reported?

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- requires more than simple first aid (ie band aid)
- requires follow up care by a medical professional
- requires follow up care by a therapist, psychologist or social worker
- requires use of prescription medications
- interferes with the person's active participation
- requires evacuation from the field
- requires the loss of a day or more participation (if activity greater than a day)
- results in a near miss

INCIDENT SEVERITY SCALE

[Click here for a Hard copy of the Incident Severity Scale](#)

This database records incidents at grade 3 or above. Any incidents grade 6 and above need to be reported to OSH.

Severity Ranking	Impact on Participation	Injury	Illness	Social / Psychological Damage	Equipment Damage	Environmental Damage	
1	Minor or short term impact on	Splinters, insect bites, stings	Minor irritant	Temporary stress or embarrassment.	1	Minor cost	Littering
2	individual(s) that doesn't have large effect on their participation in the programme.	Sunburn, scrapes, bruises, minor cuts	Minor cold, infection, Mild allergy.	Temporary stress or embarrassment with peers.	2	>\$50	Minor damage to environment that will quickly recover.
Severity Scale 3 & above to be recorded on National Incident Database							
3	Medium impact on individual(s) that may prevent participation in the activity/programme for a day or two	Blisters, minor sprain, minor dislocation, cold/heat stress	Minor asthma, cold, upset stomach, etc.	Stressed. Beyond comfort level. Shown up in front of group.	3	>\$100	Scorched campsite, plant damage
4		Lacerations, frostnip, minor burns, mild concussion, mild/hypo hypothermia.	Mild flu, migraine.	Stressed. Wants to leave activity. A lot of work to bring back in.	4	>\$500	Burnt shrubs, cut live branches to burn, wash dishes in stream.
5		Sprains & hyperextensions.	Flu, food/foodborne	Distressed. Freezes on activities.	5	>\$2,000	Walked through sensitive ecological

Done

Along the left side there are several menu options. To report an incident, select [add incident](#).

Reporting an Incident

Once you have logged in, select [add incident](#) in the left side menu.

Welcome msc

[Change Password](#)

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ADD Incident Report


General Incident Information - Step 1


National Organisation / Club : with a national membership - NZ Mountain Safety Council - msc

Please note fields with an * are compulsory


Severity rating* 
([see severity scale](#))

Actual Potential


Region* 
----- North Island -----

Location of Incident* 
(Name of: river, track, rock climb, etc.)

Grid Reference
(1:50,000) 6-8 digits

Date of incident*  dd-mm-yyyy

Time incident*
To the nearest hour in 24hr format eg. 21 for 9:00pm

Incident Type* 
Hold down 'ctrl' to select multiple types

Injury

Illness


Psychological / Emotional

Equipment Loss / Damage

Fatality

Missing / Overdue

Near Miss

Weather at the time of the Incident* 

Fine

☐

☐

☐

☐

Wet

Hot

☐

☐

☐

☐

Cold

Calm

☐

☐

☐

☐

Windy

Communications used

Mountain Radio

VHF Radio

Cell phone


Satelite phone


Locator beacon

Avalanche transceiver

Flare

n/a

Lost day case* 
Occurs if a participant or staff missed one or more days of activity beginning with the day following the incident





Number of Persons Involved* 
Number of people directly affected by this incident. ie. Hurt or lost

Clear

Next

This is the page where you will be entering information. You can choose to use the hard copy form to record information in the field. This is available on the national incident database home page http://www.incidentreport.org.nz/resources/NID_recreational_form.pdf

Please note fields with an * are compulsory

Severity rating*  (see severity scale)	Actual <input type="text"/> Potential <input type="text"/>
Region* 	<input type="text" value="----- North Island -----"/>
Location of Incident*  (Name of: river, track, rock climb, etc.)	<input type="text"/>
Grid Reference (1:50,000) 6-8 digits	<input type="text"/>
Date of incident*	<input type="text"/>  dd-mm-yyyy
Time incident* To the nearest hour in 24hr format eg. 21 for 9:00pm	<input type="text"/> :00 hh:00

- **Severity rating:** Select both the actual and potential severity for the incident. Use the incident severity scale to rate the severity of the incident.

- **How to rate an incident.**

The key severity rating factor is the “impact on participation” column. Do not use the examples in the injury column as the sole judgment of severity. For example, blisters are listed as a severity ranking of 3, but if a participant can no longer participate in a tramp or sea kayak journey for a couple of days, then this could rise to a severity ranking of 4. Conversely if a participant had blisters on their feet or hands, but could still walk or paddle then this would not be considered an incident as they can still participate in the activity. If it is an equipment or environmental incident then use those descriptors. If the incident is a near miss, rate the actual severity, then rate the potential severity.

- **The importance and usefulness of recording both the actual and potential severity rating of each incident**

A person on a tramp falls 5m down a bank and sprains their ankle. They have to be evacuated. This incident would rate a severity of 4-5, but in this instance if they had fallen 1m further they would have gone over a 20m bluff, therefore the potential severity was a 9 (potential fatality). The high potential severity would warrant further investigation and consideration as to minimising/reducing/eliminating the risk in this area, whereas recording only the actual severity may not have highlighted the near-miss.

Severity ratings allow you to focus on the incidents that had high actual or potential severity and put processes in place to prevent future reoccurrence.

- **Region:** Select the region where the incident occurred
- **Location of incident*:** Record the location. You could record the general area e.g. Tongariro National Park and/or the name of the track e.g. Tongariro Alpine crossing, etc. Be as specific as possible.
- **Grid reference:** (Optional) Enter a 6 or 8 digit grid reference
- **Date of incident:** Record the date of the incident as dd-mm-yyyy.
- **Time of incident:** Record the time of the incident, using a 24 hour format, and to the nearest hour. For example, if the incident occurred at 3.20pm, you would enter 1500.

Incident Type* ?
Hold down 'ctrl' to select multiple types

Weather at the time of the Incident* ?

Communications used

Lost day case* ?
Occurs if a participant or staff missed one or more days of activity beginning with the day following the incident

Number of Persons Involved* ?
Number of people directly affected by this incident. i.e. Hurt or lost

Injury
Illness
Psychological / Emotional
Equipment Loss / Damage
Fatality
Missing / Overdue
Near Miss

Fine Wet
Hot Cold
Calm Windy

Mountain Radio
VHF Radio
Cell phone
Satellite phone
Locator beacon
Avalanche transceiver
Flare
n/a

Next

- **Incident type:** Select an incident type. Hold down keyboard “Ctrl” to select multiple incident types
- **Weather at time of incident:** Select the appropriate button that best represents the weather at the time of the incident
- **Communications used** (optional): Hold down keyboard “Ctrl” to select multiple communications
- **Lost day case:** Did this incident cause any activity days to be lost? If a participant or staff member misses one or more days of an activity beginning *the day following the incident* record the number of days that person is off the programme. Enter ‘0’ if the participant involvement is not affected.
- **Number of persons involved:** Record the number of people directly involved in the incident i.e. those injured, ill or lost.

Step 2

Person 1

First Name Last Name Age* Gender* ☐ M ☐ F Ethnicity*

Injury

Illness

Missing ☐ Y ☒ N

Fatality ☐ Y ☒ N

Near Miss ☐ Yes ☐ No

Evacuation Method

Person 2

First Name Last Name Age* Gender* ☐ M ☐ F Ethnicity*

Injury

Illness

Missing ☐ Y ☒ N

Fatality ☐ Y ☒ N

Near Miss ☐ Yes ☐ No





Evacuation Method

- **Name: (optional)** Record first and last name of person. There will be a corresponding number of people listed as recorded in “number of persons involved” on previous screen.
- **Age:** Record the age of the patient.
- **Gender:** Tick either male or female.
- **Ethnicity:** Select the ethnicity.

Depending on previous selection there may be a drop down list for injury, illness.

- **Injury:** Select the injury or ‘other’ if their injury is not listed from the drop down list. If ‘other’ selected then you will be prompted to enter the injury.
- **Illness:** Select the illness or ‘other’ if their illness is not listed from the drop down list. If ‘other’ selected then you will be prompted to enter the illness.
- **Evacuation method:** Select the evacuation method from the drop down list

Step 3

Activity Type* 	<input type="text"/>
Curriculum Area (Schools only)	<input type="text"/>
Activity Duration* 	<input type="text"/> Hours <input type="text"/>
Number of Qualified Instructors* <small>Enter 0 for none</small>	<input type="text"/>
Number of Supervisors* <small>Eg. Teachers, youth leaders.</small>	<input type="text"/>
Number of Volunteer Helpers* <small>Eg. Parent help</small>	<input type="text"/>
Number of Participants*  <small>Eg. Students</small>	<input type="text"/>
Education Outside the Class (EOTC)* 	<input type="radio"/> Yes <input type="radio"/> No

- **Activity type:** Select the activity the person was engaged in at the time of the incident e.g. if the group/person was on a tramping trip but the incident (burn) occurred whilst cooking dinner then select cooking.
- **Curriculum area:** Schools only – select the curriculum area from the drop down list
- **Activity duration:** Record the activity in days. A half day = less than 4 hours, 1 day = > 4 within the same day.
- **Number of qualified instructors:** Qualified means that they hold a recognised qualification for the activity around which the incident occurred.
- **Number of supervisors:** Record the number of ***paid*** people assisting who were not considered instructors.
- **Number of volunteer helpers:** Record the number of ***volunteer*** people assisting who were not considered instructors.
- **Number of participants:** Record the number of participants
- **Education outside the classroom:** Did this incident occur during an EOTC activity (relevant to schools only). Record 'no' if you are not a school or was a non-EOTC school activity.

Activity Leader

Choose leader most in charge of the group that had the incident

First Name

Last Name

Age

Gender ☐ M ☐ F

Relevant Qualifications ☐ Yes ☐ No ☐ Unknown

Leader's experience level ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6
(1=inexperienced, 6=Highly experienced)

Equipment involved in incident ☐

Vehicles, property, gear, equipment lost or damaged etc.

Activity leader: You will only complete this if there was a leader selected.

Name (optional): Enter the first and last name of the leader most in charge of the participant/s involved in the incident

- **Age & Gender:** Record age and gender
- **Relevant qualifications:** Qualified means that they hold a recognised qualification for the activity around which the incident occurred.
- **Leader's experience level:** 1 = inexperienced – 6 highly experienced.

As a guide consider

1 = personal and leading experience is less than 20 days

6 = personal and leading experience of more than 120 days

- **Equipment involved (optional):** Use this space to record any lost or damaged equipment

Step 4

General Description of Incident - What, Where, How?*
Describe what happened eg, sequence of events, injuries and other harm, people, distances, times, sizes, etc to present a clear picture of the incident.

E.G. A group was tramping. While travelling across and down a scree slope, two people moved directly below the main group. A rock was dislodged, bounced down the slope and hit one of the participants in the head.

Activity Leader/s*

Participants*

Equipment*

Environment*

- **General description of incident – what, where, how:**

Record as much detail as necessary to describe what occurred.

Causal factors

Causal factors are the factors that contributed to the incident. This database focuses on causal factors relating to the activity leader, participants, equipment and environment.

In risk management theory, analysis has identified various stages of an incident (system problems, root causes, immediate causes etc).

This database includes broad categories that feature in the literature, does not group them in stages, or focus on specifics.

Your narrative is the place to include any specific factors that contributed to the incident.

Activity Leader/s*

Participants*

Equipment*

Environment*

Explain in detail what you think caused the incident*
Include any suggestions, observations or recommendations regarding the incident.

E.G. The group's communication seemed to break down as they moved through steep, rocky terrain. The lead group moved quickly through a difficult section, but they didn't wait for the slower members. As a result they ended up below the main group.

While the group were taught how to travel on steep ground the incident occurred at the end of a long day and near the planned camp site, perhaps both the group and the instructor's attention lapsed.

Back Preview

Inadequate physical condition
Inadequate mental condition
Inadequate emotional condition
Inadequate health - hygiene or medical
Judgement error
Inadequate supervision of participant/s
Inadequate training/experience
Failure to follow policies
Improper motivation
N/A
--- Other ---

- **Activity leaders**

Select the activity leader causal factors that best describe the factors that led to the incident occurring. Hold down keyboard "Ctrl" to select multiple causal factors

- **Participants**

Select the participant causal factors that best describe the factors that led to the incident occurring. Hold down keyboard “Ctrl” to select multiple causal factors

The screenshot shows a web form with several dropdown menus. The 'Equipment*' dropdown is open, displaying a list of options: 'No equipment', 'Wrong equipment', 'Faulty equipment', 'Inadequate design', 'N/A', and '--- Other ---'. The 'Activity Leader/s*' and 'Participants*' dropdowns are also visible but not open. Below the dropdowns, there is a text area for 'Explain in detail what you think caused the incident*' with a blue link 'Include any suggestions, observations or recommendations regarding the incident.' and an example text: 'E.G. The group's communication seemed to break down as they moved through steep, rocky terrain.'

- **Equipment**

Select the equipment causal factors that best describe the factors that led to the incident occurring. Hold down keyboard “Ctrl” to select multiple causal factors

The screenshot shows a web form with a dropdown menu open for 'Environment*'. The dropdown list includes: 'Adverse weather', 'Terrain', 'Water', 'Animal/Insect/Plant', 'N/A', and '--- Other ---'. The text area below the dropdown contains the same instructions and example as the previous form, but the example text is: 'E.G. The group's communication seemed to break down as they moved through steep, rocky terrain. The lead group moved quickly through a difficult section, but they didn't wait for the slower'.

- **Environment**

Select the equipment causal factors that best describe the factors that led to the incident occurring. Hold down keyboard “Ctrl” to select multiple causal factors

The screenshot shows a web application interface for 'Add Incident - Step 4'. On the left is a sidebar with links: 'Welcome msc', 'Change Password', 'Add Incident', 'View Incidents', 'Extract Data', 'Generate Report', and 'Participation Rate'. The main content area is titled 'National Organisation / Club : with a national membership - NZ Mountain Safety Council - msc'. It contains a 'Causal Factors' section with a text area for 'General Description of Incident - What, Where, How?*' and a list of dropdown menus for 'Activity Leader/s*', 'Participants*', 'Equipment*', and 'Environment*'. Below these is a large text area for 'Explain in detail what you think caused the incident*' with the same instructions and example as the previous forms. At the bottom are 'Back' and 'Preview' buttons, and a footer with 'About Us | Copyright | Privacy Policy | Contact Us | © 2009 MSC'.

- **Narrative**

Your opportunity to record more fully what you think caused the incident. Include any suggestions or recommendations for changes in procedures to prevent further reoccurrence of this type of incident.

Preview Incident

You will be shown a preview of all of the information you have entered. Double-check it against the information on the form. If you are happy with it, hit Finish. If you would like to make a change, click Back.

The incident has now been reported. You will be shown a summary of the information you have entered. Note that each incident will be given an Incident ID.

Problems?

If you have any problems entering the data, please contact the Mountain Safety Council at nid@mountainsafety.org.nz

Reporting serious harm incidents to the Department of Labour

Any incident in a workplace that is recorded as severity rating “6” or greater should be reported to the Department of Labour’s (DOL).

The DOL requirements for notification of serious harm incidents are listed below:

Notification of serious harm and accidents

Employers, principals and the self-employed must:

1. Notify your nearest regional Department of Labour Office (by phone or fax) as soon as possible of occurrences of accidents or serious harm; and
2. Provide The Department written notice (using the form below, or providing the same details) of the circumstances within 7 days.

Below is the definition of Serious Harm from Schedule 1 of the Health and Safety in Employment Act 1992

Serious harm means death, or harm of a kind or description declared by the Governor-General by Order in Council to be serious for the purposes of the Act; and "seriously harmed" has a corresponding meaning.

Until such an Order in Council is made, the following types of harm are defined in Schedule 1 as "serious harm" for the purposes of the Act:

1. Any of the following conditions that amounts to or results in **permanent loss of bodily function, or temporary severe loss of bodily function**: respiratory disease, noise-induced hearing loss, neurological disease, cancer, dermatological disease, communicable disease, musculoskeletal disease, illness caused by exposure to infected material, decompression sickness, poisoning, vision impairment, chemical or hot-metal burn of eye, penetrating wound of eye, bone fracture, laceration, crushing.
2. **Amputation of body part.**
3. **Burns requiring referral to a specialist registered medical practitioner** or specialist outpatient clinic.
4. **Loss of consciousness from lack of oxygen.**
5. **Loss of consciousness, or acute illness requiring treatment by a registered medical practitioner, from absorption, inhalation or ingestion of any substance.**
6. Any harm that causes the person harmed to be **hospitalised for a period of 48 hours or more** commencing within 7 days of the harm's occurrence.
7. The definition of serious harm is relevant to employers' duties to manage hazards, notification requirements, employees' rights to refuse to do dangerous work, and inspectors' powers to issue prohibition notices.

Go to <http://www.osh.govt.nz/services/notification/accident.shtml> to get a copy of the form

Form of register or notification of circumstances of accident or serious harm

Required for section 25(1), (1A), (1B), and (3)(b) of the Health and Safety in Employment Act 1992.
For non-injury accident, complete questions 1, 2, 3, 9, 10, 11, 14 and 15 as applicable

1 Particulars of employer, self-employed person or principal:
(business name, postal address and telephone number)

2 The person reporting is:
☐ an employer ☐ a principal ☐ a self-employed person

3 Location of place of work:

(shop, shed, unit nos., floor, building, street nos. and names, locality/suburb, or details of vehicle, ship or aircraft)

4 Personal data of injured person:

Name	
Residential address	
Date of birth	
Sex (M/F)	

5 Occupation or job title of injured person:
(employees and self-employed persons only)

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6 The injured person is:
☐ an employee ☐ a contractor (self-employed person)
☐ self ☐ other

7 Period of employment of injured person:
(employees only)

☐ 1st week ☐ 1st month ☐ 1-6 months
☐ 6 months-1 year ☐ 1-5 years ☐ Over 5 years
☐ non-employee

8 Treatment of injury:
☐ None ☐ First aid only
☐ Doctor but no hospitalisation ☐ Hospitalisation

9 Time and date of accident/ serious harm:

Time am/pm
Date Shift ☐ Day ☐ Afternoon ☐ Night

Hours worked since arrival at work
(employees and self-employed persons only)

--

10 Mechanism of accident/ serious harm:
☐ fall, trip or slip ☐ hitting objects with part of the body
☐ sound or pressure ☐ being hit by moving objects
☐ body stressing ☐ heat, radiation or energy
☐ biological factors ☐ chemicals or other substances
☐ mental stress

11 Agency of accident/ serious harm:

☐ machinery or (mainly) fixed plant
☐ mobile plant or transport
☐ powered equipment, tool, or appliance
☐ non-powered handtool, appliance, or equipment
☐ chemical or chemical product
☐ material or substance
☐ environmental exposure (e.g. dust, gas)
☐ animal, human or biological agency (other than bacteria or virus)
☐ bacteria or virus

12 Body part:

☐ head ☐ neck ☐ trunk
☐ upper limb ☐ lower limb ☐ multiple locations
☐ systemic internal organs

13 Nature of injury or disease: ☐ fatal
(specify all)

☐ fracture of spine ☐ puncture wound
☐ other fracture ☐ poisoning or toxic effects
☐ dislocation ☐ multiple injuries
☐ sprain or strain ☐ damage to artificial aid
☐ head injury ☐ disease, nervous system
☐ internal injury of trunk ☐ disease, musculoskeletal system
☐ amputation, including eye ☐ disease, skin
☐ open wound ☐ disease, digestive system
☐ superficial injury ☐ disease, infectious or parasitic
☐ bruising or crushing ☐ disease, respiratory system
☐ foreign body ☐ disease, circulatory system
☐ burns ☐ tumour (malignant or benign)
☐ nerves or spinal chord ☐ mental disorder

14 Where and how did the accident/serious harm happen?
(If not enough room attach separate sheet or sheets.)

15 If notification is from an employer:

(a) Has an investigation been carried out? ☐ yes ☐ no
(b) Was a significant hazard involved? ☐ yes ☐ no

Signature and date _____ / /

Name and
position
(capitals)

Department of Labour
TE TARI MANAHI

