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
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.

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

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.

![Image of National Incident Database]

You should see the following screen:

![Image of National Incident Database Registration]

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:

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

4) Select the activities that your organisation offers and select “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.*

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.
7) Repeat for each activity

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

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:

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.

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

  o **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.

  o **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:** 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

- **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**: 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:** 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:
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.

<table>
<thead>
<tr>
<th>Activity Leaders*</th>
<th>Participants*</th>
<th>Equipment*</th>
<th>Environment*</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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

• **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

• **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

• **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](http://www.osh.govt.nz/services/notification/accident.shtml) to get a copy of the form.