

## HAZARD MANAGEMENT

**I**F YOU ARE an employer, the Health and Safety in Employment Act 1992 places duties on you in relation to hazard management. The Act requires all employers to have an effective method for identifying hazards. Hazards must then be controlled. (Refer to the flow chart on the back page.)

### WHAT IS A HAZARD?

A hazard is any activity, situation or substance that can cause harm. (For further clarification, refer to the *Definitions* sheet provided in this package.)

### HOW DO I IDENTIFY HAZARDS?

There are four commonly used methods of hazard identification. Any combination can be used, but the Act requires employees to have the opportunity to be involved in the process.

Remember, valuable information can be found from a variety of sources, e.g. manufacturer's instructions, material safety data



sheets, regulations, or codes of practice.

The four methods are:

#### PHYSICAL INSPECTIONS

This is the traditional method of identifying hazards by walking around the place of work with the aid of a check list.

#### TASK ANALYSIS

Look at the tasks in each job and observe the action of the employees. At the same time identify the hazards involved.

#### PROCESS ANALYSIS

Follow the process from start to finish and identify the hazards involved at each stage.

#### ACCIDENT INVESTIGATION DETAILS

Your accident investigation details will identify the hazards involved.

*Write the information down* — this is the easiest way to “systematically identify hazards” as required by the Act.

To assist you in this process of hazard management, refer to the worksheet *How to Assess the Hazards in Your Place of Work* over the page.

### HOW DO I CONTROL HAZARDS?

Significant hazards have to be controlled. You therefore need to determine which of those hazards already identified are significant.

*Continued on back page*

## HOW TO ASSESS THE HAZARDS IN YOUR PLACE OF WORK

The reason for hazard identification is to manage those hazards which may cause accidents/incidents in the workplace.

You probably already know whether you have machinery that could cause harm, or if there is an awkward entrance or stairs where someone could be hurt. If so, check that you have taken all practicable steps to avoid harm.

If you are doing the assessment yourself, walk around your workplace and look afresh at what could reasonably be expected to cause harm. Ask your employees what they think. They may have noticed things which are not immediately obvious.

Manufacturers' instructions or data sheets can also help you identify hazards and put risks in their true perspective. So can accidents and ill-health records.

Think about people who may not be in the workplace all the time — cleaners, visitors, contractors, maintenance personnel, etc.

Include members of the public, or people with whom you share your place of work, if there is a chance they could be harmed by your activities.

## EXAMPLES OF HAZARDS

Look only for hazards which you could expect to cause harm under the conditions in your place of work. Remember to include hazards already controlled. Use the following examples as a guide:

- Slipping/tripping hazards (e.g. poorly maintained floors or stairs);
- Fire (e.g. from flammable materials);
- Chemicals (e.g. battery acid, solvents);
- Moving parts of machinery (e.g. dangerous parts);
- Work at height (e.g. from mezzanine floors);
- Ejection of material (e.g. from plastic moulding);
- Pressure systems (e.g. steam boilers);
- Vehicles (e.g. forklift trucks);
- Biological hazards (e.g. Hepatitis B);
- Electricity (e.g. poor wiring);

Hazard	Potential harm	
<i>Electric leads across floor Electrocution</i>	<i>Sprain, bruising</i>	<i>Y</i>
<i>Noise from machine C</i>	<i>Hearing loss assessed at over 85dB(A) 40-hr week</i>	<i>Y</i>
<i>Manual handling Lifting heavy articles</i>	<i>Strain/sprain</i>	
<i>Moving parts of machine B</i>	<i>Laceration, bruising, limbs trapped etc</i>	<i>Y</i>
<i>Repetitive tasks (working at computer)</i>	<i>Strain/sprain Occupational overuse syndrome</i>	
<i>Chemical Z</i>	<i>Burns, dermatitis, inhalation etc</i>	

A separate hazard identification sheet is enclosed in t

- Dust (e.g. from grinding);
- Fumes (e.g. welding);
- Manual handling;
- Noise;
- Poor lighting;
- Extreme temperatures;
- Repetitive work.

## EXAMPLES OF CONTROLS REQUIRED

- Standard operating procedures;
- Training;
- Monitoring employees/ processes;
- Personal protective equipment;
- Substitution;

- Guarding;
- Rules.

Significant hazard Yes/ No	Eliminate	Isolate	Minimise	Action proposed	Completion date/ signed	Frequency of monitoring
Yes	✓			Install power points close to activity. Run leads overhead.	30/7/98	6 monthly inspection.
Yes		✓	✓	No alternative machinery Machine already enclosed See PPE policy Wear hearing protection	30/7/98 (Grade 2)	Annual noise survey Operator audiometry (annual) Bimonthly inspection
Yes			✓	Provide mechanical means for lifting heavy articles See lifting policy for team lifting	30/9/98	Annual review of lifting systems. Bimonthly compliance inspection
Yes		✓	✓	Place guards over moving parts. Prepare guarding policy.	30/7/98 30/8/98	3 monthly inspection, bimonthly compliance inspection Annual review
Yes			✓ ✓	Provide correct work station (see ACOP) See company VDU policy.	In place In place	Annual review Bimonthly compliance review
Yes		✓	✓	No adequate alternative chemical. Enclose process. Personal protection — overalls, gloves, safety glasses when mixing. See MSDS and PPE policy.	13/9/98	Annual review Bimonthly compliance inspection

this package. Copy it if you need to.

*From front page*

A definition of “significant hazard” is included in the *Definitions* sheet in this package.

Work through the following steps for each hazard:

**Eliminate** the hazard from the workplace.

If this is not practicable, or the hazard cannot be totally eliminated; then —

**Isolate** employees from the hazard, e.g. by guarding machinery; or —

If this is not practicable, or the hazard cannot be totally isolated; then —

**Minimise** the likelihood of harm from the hazard, e.g. use safe working practices, provide personal protective clothing and equipment, monitor the environment, and ensure information and training is given.

## ARE THE CONTROLS WORKING?

After all this has been done, then what? You must regularly monitor whether you have the hazard under control. Ask yourself:

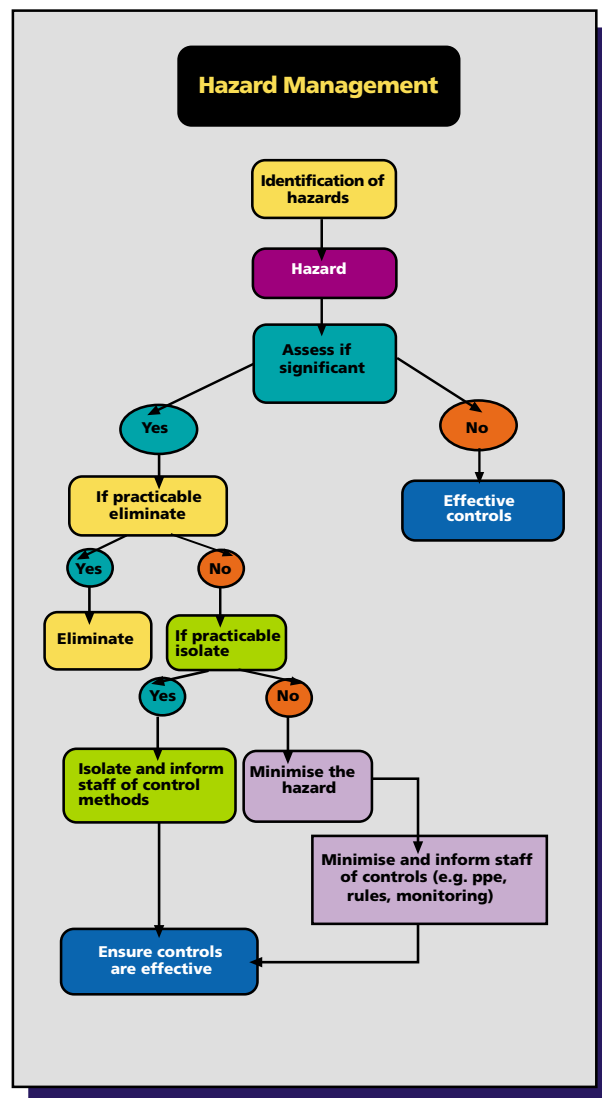
- Is the system working?
- Are all new hazards being identified?
- Are appropriate controls put in place for each new significant hazard?
- Are accident data being analysed?

Document this process for your reference.

## WHAT ELSE CAN I DO WITH THE INFORMATION ON HAZARDS?

Now that you have gathered this information you are in a position to:

- Develop your training programme;
- Develop your emergency procedures; and
- Develop your contractor briefings.



## INFORMATION FOR EMPLOYEES

**A**S AN EMPLOYER, under the Health and Safety in Employment Act **you** have responsibilities for providing information to your employees to ensure they work safely.

### WHAT EMPLOYERS NEED TO DO

Provide employees with appropriate information on identified hazards to which they are exposed, or which they may create, e.g.

- Material safety data sheets;
- The purpose of guards and safety devices;
- Use and maintenance of personal protective equipment; and
- Results of personal health and/or environmental monitoring.

You must ensure employees/others receive specific health and safety information, e.g.

- Emergency procedures;
- Specialist equipment;
- Specific processes;



- Standard operating procedures;
- Health and safety rules;
- Accident reporting;
- Health monitoring; and
- Information such as noise surveys and results.

Ensure individuals understand the information provided.

Consider particularly:

- Language/cultural differences; and
- People with disabilities (hard of hearing, reading difficulties, etc.)

### POSSIBLE EMERGENCIES

Inform workers about what to do if an emergency arises while at work. Procedures must be developed and combined in an overall emergency plan.

#### NATURAL EMERGENCIES

- Earthquake;
- Flooding;
- Tsunami;
- Volcanic eruption;
- Earth movement;
- Heavy snow fall.

#### MAN-MADE EMERGENCIES

- Chemical spill;
- Fire;
- Injury;
- Power failure;
- Gas leak;

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- Vehicle accident;
- Bomb threat;
- Missing person;
- Armed robbery.

This list is not exhaustive and you should determine which emergencies to plan for from the hazards identified in your organisation.

## EVACUATION PROCEDURES

Evacuation procedures should be developed and appropriately used in conjunction with specific emergencies, e.g. fire, chemical spill, gas leak, bomb threat, etc.

The evacuation plan should address:

- The evacuation of all people on site;
- Assembly points;
- A method for accounting for all people;
- Drills;
- Security; and
- Protecting valuable records, etc.

For an emergency plan to be effective, employees need to know what's required of them. This means that emergency procedures must be an integral part of a new employee's induction/training.

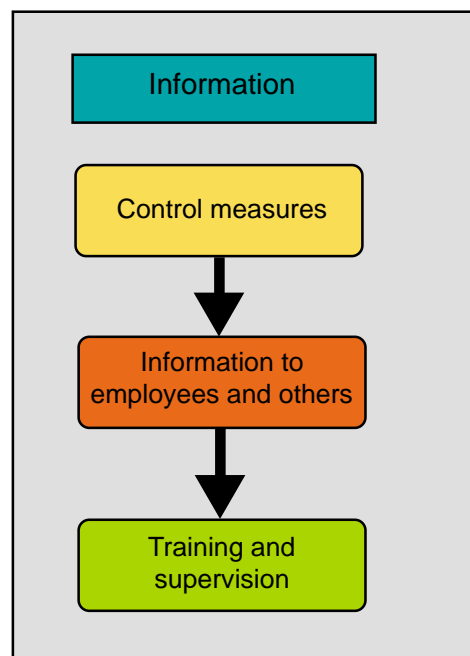
## COMMUNICATING INFORMATION

Suggested methods of communicating information to employees include:

- Supervisor/employee instruction;
- Signage;
- Staff meetings;
- Posters;
- Toolbox talks;
- Health and safety notice board;
- Videos;
- Induction programme;
- Rules (written).

Check the effectiveness of any communication by asking employees to summarise what they have learnt in their own words.

It is recommended that a record be kept to identify employees receiving this information and any training associated with it.



INFORMATION FOR EMPLOYEES



## ACCIDENT RECORDING, REPORTING & INVESTIGATION

**T**HE HEALTH and Safety in Employment Act 1992 requires employers to record and investigate all accidents in places of work. It also requires that all accidents involving serious harm to an employee are reported to the nearest OSH branch office.

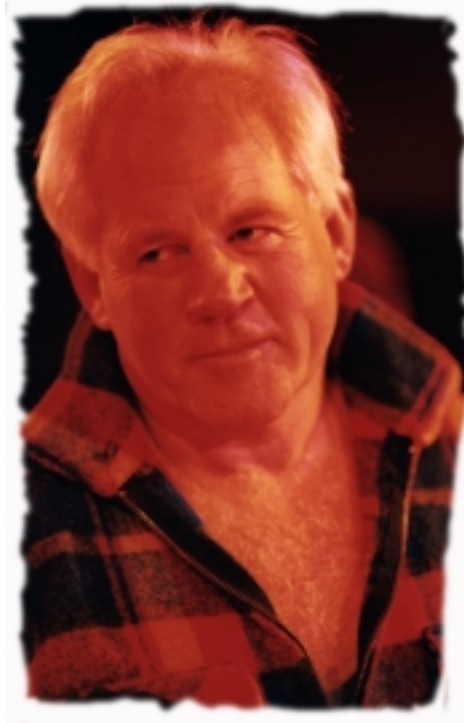
The Act defines an accident as “an event” that:

- (a) Causes any person to be harmed; or
- (b) In different circumstances, might have caused any person to be harmed.

### WHY RECORD AND INVESTIGATE ACCIDENTS?

It is important that all accidents in places of work are investigated to:

- Identify the real cause of injury and illness, property damage and near-misses;
- Develop effective methods of preventing future similar accidents; and
- Meet the legislative requirements.



### WHAT ACCIDENTS NEED TO BE RECORDED AND INVESTIGATED?

All accidents — including near-misses — need to be investigated to meet the law, and for there to be effective controls.

### WHERE ARE THE DETAILS TO BE RECORDED?

You need to record the accident and serious harm details in an accident register of a prescribed form. These can be purchased from selected stationery suppliers or OSH branch offices.

### WHAT ACTION SHOULD I TAKE IN THE EVENT OF SERIOUS HARM?

1. You must not disturb the accident scene, except to:
  - Save life or limit suffering;
  - Maintain access of the general public to an essential service or utility; or
  - Prevent serious damage or loss of property.
2. The nearest branch of OSH is to be notified by telephone or fax in all cases involving serious harm, as soon as possible after its occurrence, and to arrange clearance of the site.
3. Within seven days, send the prescribed accident form to OSH.

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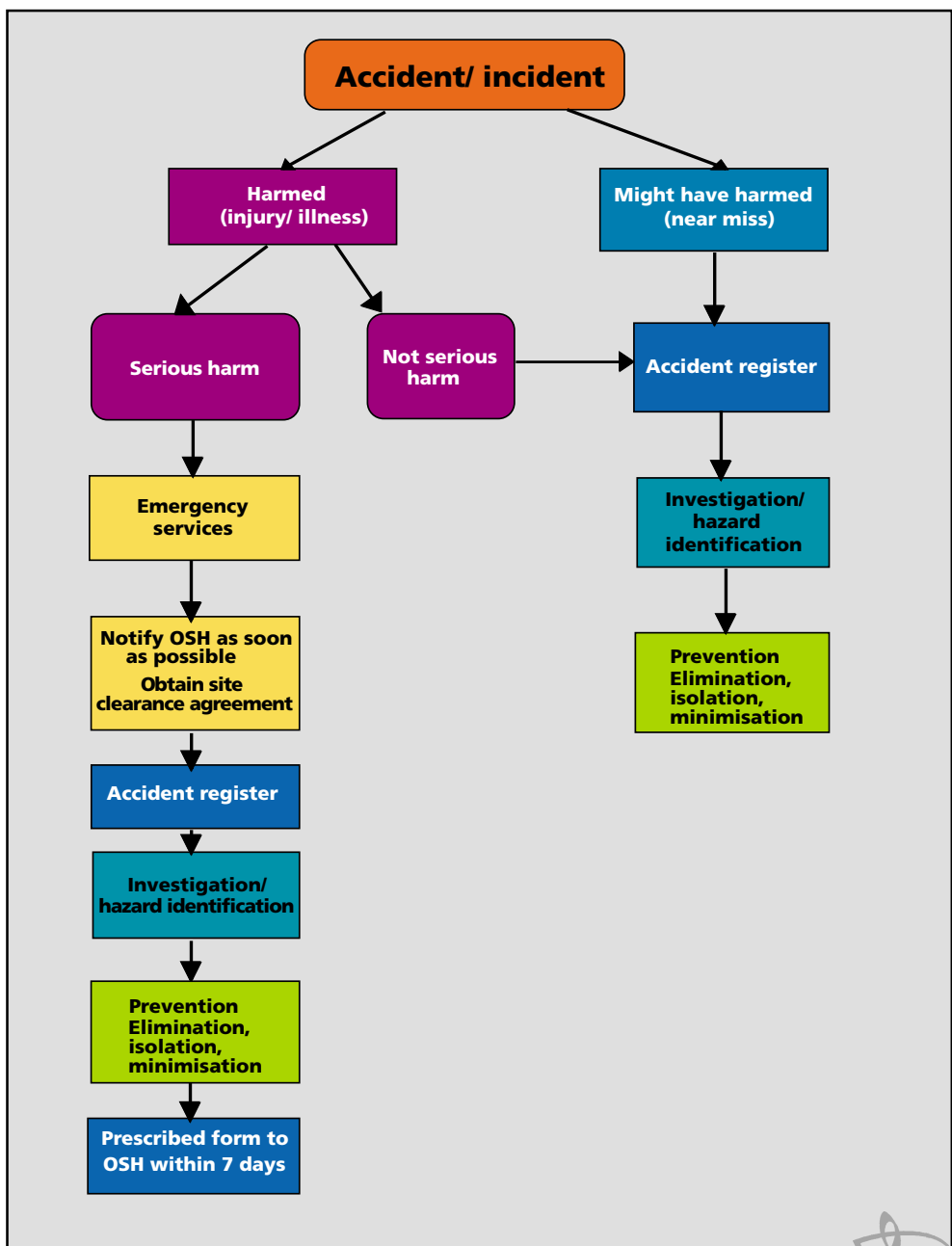
## HOW TO CARRY OUT AN INVESTIGATION

1. Decide who should investigate.
2. Gather all the facts.
3. Identify all the hazards involved.
4. Assess the hazard controls in place.
5. Decide on future action.
6. Inform all those affected.
7. Follow up.

## DOCUMENTS INCLUDED

The following documents are included in this package:

- An *accident notification* form; and
- Information sheet *Notifying Serious Harm*.



# ACCIDENT RECORDING, REPORTING & INVESTIGATION



# Basic Steps

To make your workplace safer

## TRAINING OF EMPLOYEES

**T**HIS INFORMATION sheet is a general guide to assist employers in training employees as required by section 13 of the Health and Safety in Employment Act 1992. The time needed for an employee to achieve an adequate level of competency will depend on a number of factors, including the personal ability of the trainee and the complexity of the activity or process involved.

### YOUR RESPONSIBILITIES

As an employer, you must ensure that employees do not undertake any work unless they have the necessary knowledge and experience of that work to perform it safely. They must also be aware of the hazards involved and the precautions to be taken. You must satisfy yourself that employees have the necessary knowledge or experience by having

the employee assessed by a person with the necessary knowledge or experience before allowing the employee to work alone.

Untrained employees must be supervised by a person with the necessary skills and experience in the task being carried out by the employee.

It is recommended that employers keep a record of the training given to employee in an easy-to-read form

	BRAKE PRESS	LATHE	FORK HOIST	DOCKING SAW	CHEMICALS	ATV
JULES	▲	▲	□	▲	▲	▲
TIMOSI	●	●	●	□	□	■
BOB	▲	□	■	□	□	●
PHILIP	□	□	□	□	□	●
CHARLIE	▲	□	■	□	□	□
HENARE	□	▲	□	●	□	■
LYALL	□	▲	□	□	□	□
JEFF	□	□	■	■	□	▲

#### KEY:

Empty space □ Cannot do job

● Can do job only under supervision

■ Can do job unsupervised—fully competent

▲ Fully competent and able to train/supervise



### HOW TO TRAIN

The first step in training is to put the trainee at ease. Tell them that they are being trained to work safely. Explain the dangers arising in connection with the work and the precautions to be taken, including the use of equipment and safety devices.

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## REMEMBER

- Don't talk too fast. The task may appear simple to you but not to someone new to the job.
- Beware of using plant jargon or technical terms with employees who may be unfamiliar with the meanings. Explain their meanings.
- Ensure that you can train without interruption.
- Explain how to recognise defects and malfunctions.
- Be patient. Some employees find it harder to understand instructions than others. Some have difficulty putting into words their understanding of what you have told them.
- Show and demonstrate the safety equipment that is available
- Explain the responsibility of the employee to wear or use all safety equipment provided.

## A TYPICAL TRAINING PATTERN

(1) *Explain:* (a) What the machine/process/activity is. (b) The purpose and details of the operation.

### FOR MACHINERY

- How to stop and start machine.
- How to check and adjust prior to starting.
- Location and operation of other controls.

- Purpose of guards and safety devices.
- Correct use and adjustment of guards.
- Correct work methods to be used.
- Limitations of the machine.
- Emergency procedures.

### EXPOSURE TO CHEMICALS

- Nature of product.
- Handling precautions.
- Exposure limits.
- Possible side-effects.
- Emergency procedures.

### OTHER PROCESSES AND ACTIVITIES

- Explain the correct procedures.
- Explain use and purpose of protective clothing, equipment, and other controls.
- Emphasise potential hazards and their control.
- Explain emergency procedures.

(2) *Demonstrate:* Slowly and clearly in logical sequence all points listed in (1) above while operating the machine, process or activity.

(3) Have employee carry out step (1).

(4) Have employee demonstrate as in step (2).

(5) *Follow-up:* Carry out periodic checks to ensure the employee continues to operate to the required standards and is not using shortcuts or unsafe work practices.



## EMERGENCY PROCEDURES

THE OVERALL objective in managing emergency operations is to ensure effective and efficient response to emergency situations resulting from natural or man-made disasters.

### WHAT IS AN EMERGENCY?

An emergency is a “sudden state of danger”.

### WHY HAVE AN EMERGENCY PLAN?

Under the Health and Safety in Employment Act 1992, all employers have duties placed on them to “develop procedures for dealing with emergencies that may arise while employees are at work and doing work”. Under “all practicable steps”, an employer must ensure that the procedures are appropriate to the workplace. When an emergency occurs, it is too late to decide who needs to do what, what assistance is available, and what emergency response is desirable. These procedures need to be developed *before* an emergency arises.



### WHAT POINTS SHOULD YOU CONSIDER OR INCLUDE IN YOUR EMERGENCY PROCEDURE?

- Are all potential emergency situations that could arise at work identified and listed?
- Do your procedures involve all employees, contractors and the public?
- Do you have evidence that the procedures are known and understood by all necessary personnel within the organisation?
- Have you got all necessary emergency equipment and do your staff know where to find it and how to use it?
- Are all identified emergency procedures communicated to all staff in a form that is relevant?
- Has the development of all emergency procedures involved staff and necessary authorities?
- Have the emergency procedures been tested at least in the last 12 months?
- Have you updated them to account for any changes in activities, technology or applicable standards?
- Are Material Safety Data Sheets (MSDS), which are obtainable from suppliers, readily available to staff and emergency services?
- Are you aware that the Fire Safety and Evacuation of Buildings Regulations 1992

*Continued over page*

require certain workplaces to have an “approved” evacuation procedure? (In such a case, you could incorporate your evacuation procedures with your emergency procedures.)

- Have you sought guidance from your Local Authority, chemical supplier or other experts on containing chemical spills and disposing of them safely?
- Have you considered neighbouring properties in the event of an emergency?
- Do you have a programme in place to review all procedures at least annually?

## DO I HAVE A DUTY TO PROVIDE FIRST AID FACILITIES?

Yes, you have a duty to provide first aid facilities and develop procedures for dealing with an emergency which may include providing first aid.

These facilities must be adequate and suitable for the purpose for which they are to be used.

Information on first aid requirements can be found in the OSH publication *Guidelines for the Provision of Facilities and General Safety in Commercial and Industrial Premises*.

The OSH publication *Guidance Notes on Providing First Aid Training* recommends the following:

- A first aider in every place of work.
- One first aider per 10 employees in places of work where ready access to medical care or ambulance is restricted.

- Offices/shops: one first aider per 25 or part of 25.
- Plus: consider access to first aid outside normal hours of operation.

## DO I NEED TO HAVE CIVIL DEFENCE PROCEDURES?

Yes, although there is separate legislation for this — the Civil Defence Act 1983, administered by the Local Authority.

## DO MY EMERGENCY PROCEDURES NEED TO COVER MEMBERS OF THE PUBLIC?

Yes, you are required to ensure the safety of all people lawfully in the vicinity of your place of work.

## WHAT ELSE SHOULD I DO AS PART OF MY ACTION PLAN?

- Appoint a co-ordinator to take control in an emergency.
- Identify a means of communication that can be used in an emergency.
- Ensure all appropriate phone numbers and contact names are current and available.
- Survey the need for emergency equipment (e.g. ropes, torches and fire extinguishers).
- Ensure that there is a formal debrief system in place to review the test procedure or an actual emergency within the organisation.
- Consider a means of staff support following an emergency in the workplace (e.g. Victim Support).



## PRINCIPALS AND CONTRACTORS

**I**F YOU are a principal, the Health and Safety in Employment Act 1992 places duties on you to take all practicable steps to ensure that contractors, sub-contractors and their employees are not harmed while undertaking any work for you. These duties do not replace the duties contractors and subcontractors have as employers to their own employees or, if an individual, the duties of a self-employed person.

NOTE: This information sheet has been produced to assist *small businesses* to carry out their duties as a principal. It does not provide complete guidelines for the management of health and safety for large projects.

### AM I A PRINCIPAL?

If you are a person who engages any person (other than an employee) to do any work for gain or reward for you, then you are deemed to be a principal.

This duty does not apply if the work undertaken is on a home that you occupy.

### WHAT DO I NEED TO DO AS A PRINCIPAL?

The following guidelines may provide assistance to principals in deciding whether they are taking “all practicable steps”. These can be divided into three areas:

- Contractor selection;
- Information sharing;
- Monitoring contractors.

The steps that you take will depend on the size and nature of

the proposed contract, your knowledge of the work being undertaken, the degree of risk in the place of work, and the type of work the contractor was engaged to do.

The steps that you may take to safeguard a photocopy service person on your premises will be different to those you would take to cover a major building alteration. For example: for the photocopy service person, all that may be required is the verbal exchange of relevant health and safety information. However, for the major building alteration, all or some of the points below may be appropriate.

### 1. HOW DO I SELECT A COMPETENT CONTRACTOR?

When selecting a contractor, the following points could be considered as methods to determine whether or not the contractor you are about to engage will do the job in a safe and healthy manner:

- Look for a well-established and competent firm/person.
- Look for a firm/person that is qualified to do the work, e.g. a registered electrician.
- As for references from previous clients.
- Ask the prospective contractor to submit a plan on how they intend to manage health and safety in relation to the proposed work. (This may not be necessary for small contracts e.g. a plumber fixing a blocked drain).

This plan should as a minimum contain the following details:

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- (a) Hazards identified and control measures to be taken.
- (b) Emergency procedures.
- (c) Training, experience and qualifications of employees.
- (d) Procedures for reporting and recording of accidents/incidents.

(Refer to the relevant information sheets in this series.)

## 2. WHAT INFORMATION SHOULD PRINCIPALS AND CONTRACTORS SHARE?

Where available, the principal and contractor should discuss and share information about the work and the area the work is to be carried out in. This information should include detail about:

- Nominated contact persons for both the principal and contractor.
- Hazards that are known to exist in the place of work and that may affect the contractor or their employees.
- Information on hazards that the contractor is bringing on to or may be creating on site, e.g. fumes from chemicals, noise, dust, etc.
- Procedures for reporting hazards.
- The planning and running of joint meetings.
- Emergency procedures that exist, and first aid facilities available.
- The safety provisions for other people who may be affected by the work including the public.
- Any work permit procedures, e.g. hot work permits.
- Safety equipment that may be necessary.
- Restricted areas.
- Specific job instructions and work methods.
- Method for reporting accidents and incidents to the principal.
- Any company rules that the contractor will be required to comply with during the contract.
- Any work that needs to be notified to OSH.

## 3. HOW CAN I MONITOR CONTRACTORS' PERFORMANCE?

The following steps are recommended so that you can monitor the way the contract work is being undertaken and identify problems before accidents or incidents occur:

- Raising issues that require attention by the contractor for any unsafe work practices that are observed.
- Regular inspections.
- Investigating accidents and incidents.
- Regular meetings to review health and safety performance.
- Post-contract evaluation of the contractor's performance.

Effective management of the principal contractor relationship relies on all parties being aware of their roles and responsibilities.

The principal has overall responsibility for the control and co-ordination of the contract.



## DEFINITIONS AS DESCRIBED IN THE HEALTH AND SAFETY IN EMPLOYMENT ACT 1992

### ACCIDENT

“Accident” means an event that —

- (a) Causes any person to be harmed; or
- (b) In different circumstances, might have caused any person to be harmed.

### ALL PRACTICABLE STEPS

“All practicable steps”, in relation to achieving any result in any circumstances, means all steps to achieve the result that it is reasonably practicable to take in the circumstances, having regard to—

- (a) The nature and severity of the harm that may be suffered if the result is not achieved; and
- (b) The current state of knowledge about the likelihood that harm of that nature and severity will be suffered if the result is not achieved; and
- (c) The current state of knowledge about harm of that nature; and
- (d) The current state of knowledge about the means available to achieve the result, and



about the likely efficacy of each; and

- (e) The availability and cost of each of those means.

### AT WORK

“At work”, in relation to any person, means present, for gain or reward, in the person’s place of work.

### CONTRACTOR

“Contractor” means a person engaged by any person (otherwise than as an employee) to do any work for gain or reward.

### EMPLOYEE

“Employee”, subject to subsection 2 (3) of the Act, means a person employed by any other person to do any work (other than residential work) for hire or reward; and, in relation to any employer, means an employee of the employer.

### EMPLOYER

“Employer” means a person who or that employs any other person to do any work for hire or reward; and, in relation to any employee, means an employer of the employee.

### HARM

“Harm” means illness, injury, or both; and “to harm”, “harmed”, and “unharm” have corresponding meanings.

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## HAZARD

“Hazard” means an activity, arrangement, circumstance, event, occurrence, phenomenon, process, situation, or substance (whether arising or caused within or outside a place of work) that is an actual or potential cause or source of harm; and “hazardous” has a corresponding meaning.

## HEALTHY

“Healthy” means unharmed; and “health” has a corresponding meaning.

## SAFE

“Safe” —

- (a) In relation to a person, means not exposed to any hazards; and
- (b) In every other case, means free from hazards,— and “unsafe and “safely” have corresponding meanings.

## SERIOUS HARM

“Serious harm” means death, or harm of a kind or description as defined in the first schedule to the Act, and “seriously harmed” has a corresponding meaning.

## SIGNIFICANT HAZARD

“Significant hazard” means a hazard that is an actual or potential cause or source of—

- (a) Serious harm; or
- (b) Harm (being harm that is more than trivial) the severity of whose effects on any person depend entirely or among other

things) on the extent or frequency of the person’s exposure to the hazard; or

- (c) Harm that does not usually occur, or usually is not easily detectable, until a significant time after exposure to the hazard.

## SUBCONTRACTOR

“Subcontractor” means a person engaged (otherwise than as an employee) by any contractor or subcontractor to do for gain or reward any work the contractor or subcontractor has been engaged (as contractor or subcontractor) to do.

AS DESCRIBED IN THE HEALTH AND  
SAFETY IN EMPLOYMENT ACT 1992

# DEFINITIONS



## NOTIFYING SERIOUS HARM

**U**NDER THE Health and Safety in Employment Act, employers are required to notify OSH of all incidents of serious harm to employees.

The definition of serious harm is given in the First Schedule to the Act, which is reproduced below:

### FIRST SCHEDULE

#### SERIOUS HARM

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 out-patient 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.

#### DEFINITION OF TEMPORARY SEVERE LOSS OF BODILY FUNCTION

This term is defined as follows:

Overall, the judgement on whether an employee has suffered temporary severe loss of bodily function is determined by whether there has been an actual loss of bodily function, and this will involve the employer (or representative) making a judgement.

Those who need to determine if temporary severe loss has occurred will need to answer the following questions:

1. Is the employee suffering from pain or health impairment which is significantly more than discomfort?
2. Is the pain or health impairment severe enough to prevent an employee using part of the body, i.e. movement prohibited by pain, respiratory distress, etc?
3. Is the employee's condition likely to be temporary?

If the answer to these three questions is "Yes", then OSH should be notified in terms of section 25 of the Act.



