

Notifiable Event Policy and Process

1. INTRODUCTION

“The Duke of Edinburgh’s International Award Foundations requires the National Office as an operator of the Award to report, as soon as possible, any serious incident that may provoke significant adverse publicity...the [National Office is] required to keep the Foundation informed about the progress of these matters. If a serious incident takes place that is associated with the Award, it is important that prompt, full and frank disclosure to the relevant authorities and regulators (these being WorkSafe New Zealand or another government agency designed to carry out health and safety regulatory functions for certain work. For ships the regulator is Maritime New Zealand). New Zealand, as the operator of the Award should report to the Foundation once the relevant authorities have been informed”. (*Serious Incident Reporting Policy, Version 1.0*).

2. WHAT IS A NOTIFIABLE EVENT

A Notifiable Event is defined, by WorkSafe New Zealand, as any of the following events that arise from work:

- A death
- A notifiable illness or injury or
- A notifiable incident

The notifiable incident, illness, injury or death must arise out of the conduct of the business of undertaking. It could be due to the condition of the work site, the way the work activity is organised or the way the equipment or substances are used. All injuries or illnesses that require (or would usually require) a person to be **admitted to hospital for immediate treatment** are notifiable.

3. PRINCIPLES

- The policy only covers Notifiable Events (as defined by WorkSafe New Zealand) that occur whilst undertaking Award activities and does not cover serious incidents such as Child Protection incidents that are covered under other Award policies such as the Child Protection Policy.
- All Award Units and Recognised Activity Providers are required to have, as part of their license condition, a Safety Management System in place. Recognised Activity Providers undertaking the Adventurous Journey component of the Award are also required to provide evidence of an appropriate Third-Party audit of their Safety Management Systems. All licenced organisations re-sign the Award’s Terms and Conditions annually.
- All Award Units, Recognised Activity Providers and other Award operators must notify the National Office of a Notifiable Event that occurs whilst undertaking an Award activity as part of their licence condition. This should occur as soon as reasonably possible after the event has occurred, and the relevant authorities and/or regulators have been notified.
- All Notifiable Events will be treated with respect and in the strictest confidence by the Award in accordance with the Privacy Policy.

- Any communications, media interest or other outwardly facing communications related to a Notifiable Event by the Award will be handled solely by the National Director and the Communications Advisor.
- The Award will require a copy of both the WorkSafe New Zealand report on the incident as well the Award Unit or Recognised Activity Provider's internal report into the incident to be lodged with it.

4. NOTIFIABLE EVENTS PROCEDURE

Upon receipt of a Notifiable Event by the Award, the National Director will immediately be notified.

4.1 Receipt and Recording of a Notifiable Event

The Notifiable Event will be logged and recorded on the central Notifiable Events Register. The National Director will send written acknowledgment to the notifier within three working days of receipt.

4.2 Notifiable Event Process

The National Director will discuss all elements of the incident with the appropriate contacts at the Award Unit, Recognised Activity Provider and other relevant individuals. If at any stage it appears likely that legal action may arise, the National Director shall advise the Chair and seek an opinion from the Award legal advisors.

4.3 Investigation of a Notifiable Event

As the Award runs a devolved model, it is the responsibility of the organisation or organisations (PCBUs) involved in the incident to notify WorkSafe New Zealand and/or any other relevant authorities and to investigate the incident. The Award requires copies of both the WorkSafe New Zealand report as well as the internal investigation undertaken by the licensed Award Unit or Recognised Activity Provider to be lodged with it.

The Award may seek professional or legal advice around continuing to work with the Award Unit or Recognised Activity Provider.

4.4 Reporting on a Notifiable Event to the Foundation

It is the responsibility of the National Director to inform the Asia Pacific Regional Office and the Foundation of the incident as soon as reasonably possible upon being informed of the Notifiable Event.

After the investigation, a report addressing all elements of the incident will be prepared by the Award. This report may be shared with the Award Foundation as appropriate.

5. MONITORING OF NOTIFIABLE EVENTS

If the Notifiable Event report from WorkSafe New Zealand indicates that with the appropriate measures put in place similar future incidents could be avoided or mitigated, then the Award will monitor this accordingly and no further measures taken.

If the investigation from WorkSafe New Zealand indicates that there was significant failings on the part of the Award Unit and/or Recognised Activity Provider then the Award will seek appropriate advise when deciding whether or not to continue to license the Award Unit and/or Recognised Activity Provider.

6. RECEIPT AND RECORDING OF A NOTIFIABLE EVENT

When a Notifiable Event intendent is received it shall be entered in the Notifiable Events Register.