



# Ministry of Education Monthly Health & Safety Report

## Instructions on how to complete the form

1. Main Site Contractor or Project Manager to complete all sections of the form.
2. All sections should include figures for main contractor and subcontractors.
3. Example of worker-hours worked for the main site contractor and all subcontractors on site: if three workers are on site for 40 hours per week, this would equal 120 hours.
4. Record the number of safety incidents for each category. This number should include main contractor and subcontractor incidents.
5. Record the number or reactive interactions with WorkSafe (see definition below).
6. Record the number of health and safety inspection and audits carried out on site.
7. Once completed please forward back to your Ministry contact.

## MOE to complete:

<b>Name of project:</b>	<b>Major Work</b>	<b>Minor Work</b>
<b>Project ID</b>	<b>MOE Delivery Manager name</b>	

## Main site contractor or Project Manager to complete:

Main Contractor Company		
School Name		
Report for the month of		
Total number of hours worked		
	<b>Total</b>	<b>Description</b>
Incidents (include all safety incidents, including the categories listed below).		
WorkSafe Notifiable Events		
MOE Reportable Incidents (see definition below)		
Lost Time Injuries (LTI)		
Medical Treatment Injuries (MTIs)		
Number of Near Misses		
Number of WorkSafe interactions (reactive)		
Number of Health & Safety Inspection and Audits (excluding MOE audits)		

## Comments

(Positive observations, initiatives, suggestions or feedback)

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## Definitions

Incident	Any event or occurrence that causes injury, illness, psychological harm, or damage to property.
Near Miss	Any event that did not result in injury, illness, psychological harm, damage to property, or other loss, but potentially could have.
Lost Time Injury	A workplace injury resulting in a worker losing at least one (1) full shift. Excludes occupational illness, accidents travelling to and from work and relapses.
Medical Treatment Injury	An injury or illness that resulted in a certain level of treatment (not first aid treatment) given by a physician or other medical personnel under standing orders of a physician.
WorkSafe Notifiable Event	As defined in the Health & Safety at Work Act 2015, Section 25: (a) the death of a person; or (b) a notifiable injury or illness; or (c) a notifiable incident.  Note: Definition of notifiable injury, illness and incident can be found in Sections 23 & 24.
MOE Reportable Incident	<ol style="list-style-type: none"><li>Any incident that results in or could have resulted in harm to a school occupant, school visitor, MOE employee or member of the public</li><li>Any incident that results in or could have resulted in more than \$10,000 of damage to school property or a third party's property</li><li>Any incident that has attracted the attention of WorkSafe NZ or the media</li></ol>
Reactive WorkSafe Interaction	Any occasion where WorkSafe visits the site in response to a complaint or an incident. Includes any enforcement action such as the issuing of an Improvement Notice, Prohibition Notice, Enforceable Undertaking, or prosecution.

### Incident reporting requirements on Ministry-led projects:

All contractors must ensure incidents, accidents, injuries and near misses are recorded, reported to the Ministry and investigated.

Notifiable Events & Serious Harm	→	Notify within 24 Hours
All other Incidents	→	Notify within One Week

Send the incident reports directly to [TPHM.healthandsafety@education.govt.nz](mailto:TPHM.healthandsafety@education.govt.nz), and copy in the Project Manager and Ministry's project Delivery Manager.