



Incident and Accident Reporting for Temporary and Homecare Staff

As an employee you have a responsibility to keep yourself safe and to not cause intentional harm to others. This involves complying with any regulations Geneva, our clients or the Health and Safety in Employment Act stipulate. For example, prompt reporting of any accidents or unsafe workplaces, as well as working within identified hazard guidelines.

In the event of an accident occurring while at work, or if you identify a hazard that needs to be addressed, the following procedure must be followed:

- A client Incident Report Form or similar must be completed at the time of the incident and given to your supervisor. A copy must be faxed to Geneva Health within 24 hours.
- If no relevant forms are available, please contact a Geneva staff member immediately and we will arrange to get one to you.
- If medical treatment is required, you may use the treatment provider of your choice – GP, physiotherapist etc. However, if there is a chance that time off work may be required, the treatment provider must be a medical practitioner (Doctor), otherwise ACC will not approve payment for loss of earnings.
- Please note that any ACC surcharges will be at your own expense.
- A copy of any completed ACC forms (and a medical certificate if lost time is involved) must be forwarded to your Geneva Consultant as soon as possible.
- In the event of “serious harm” injury, the accident site must then remain untouched until the arrival of an OSH Inspector.

Please note that delay or failure to notify incidents or hazards limits Geneva’s ability to control, rectify or eliminate problems that may affect you. If you are unsure about an incident relating to your health and safety, call and discuss the situation with a Geneva Consultant or Health & Safety Officer.