

## Information Sheet

### **MASTERS/SKIPPERS/EMPLOYERS/PRINCIPALS COVERING THE REPORTING OF ACCIDENTS, INCIDENTS AND SERIOUS HARM INJURIES – MAR AI 1**

#### How do I report an Accident, Incident or Serious Harm Injury?

Masters/Skippers/Employers and Principals now have a 24 hour, seven day a week verbal reporting channel to quickly and easily tell Maritime New Zealand what has happened, before completing and sending a report form as soon as they can afterwards.

1. Phone Maritime NZ's Rescue Coordination Centre (RCCNZ) to let them know *as soon as practicable* about the accident, incident or serious harm injury. RCCNZ has staff working 24 hours a day, seven days a week, who will record what happened.

**MARITIME NZ RCCNZ FREEPHONE: 0508 222 433**

2. Alternatively, contact Maritime NZ's Maritime Operations Centre (MOC) on VHF Channel 16. This centre is also manned around the clock, and they'll immediately relay the information to Maritime NZ RCCNZ.
3. After you make an initial verbal report, send to Maritime NZ RCCNZ a completed Accident/Incident report form or Serious Harm Injury form as soon as practicable. These forms can be printed from the Maritime NZ website [www.maritimenz.govt.nz](http://www.maritimenz.govt.nz) or obtained by phoning Maritime New Zealand on 0508 22 55 22.

Complete the form and then fax it to Maritime NZ RCCNZ.

**MARITIME NZ RCCNZ FAX: +64 4 577 8038**

or mail the form to:

RCCNZ

PO Box 30 050

Lower Hutt (Attn: Reporting Form)

#### Why should I report?

A Master/Skipper must report, *as soon as practicable*, any accident, incident or serious harm injury under section 31 of the Maritime Transport Act 1994. This applies to all New Zealand vessels, including recreational boats.

In the case of a **Serious Harm Injury** on board a vessel, there is a further legal requirement for reporting under section 25 of the **Health and Safety in Employment Act 1992 (HSEA)**. In this case, the person who has contracted or employed the injured person (such as a stevedore or crewmember) to work must:

- Notify Maritime NZ of the injury as soon as possible after it occurs; and
- Give written notice of the injury to Maritime NZ within seven days of the harm becoming known to them.

Note: if the injured person is self-employed, they are required to report the incident to Maritime NZ themselves.

**Minor injuries**, such as a small cut or sprain do not have to be reported to Maritime NZ. Copies of the forms on which these injuries are recorded should be kept on board the vessel.

#### What's the definition of an Accident, Incident or Serious Harm Injury?

**Accidents** include events such as any damage to a vessel that may affect its strength or seaworthiness, groundings, collisions, machinery failures and steering loss.

**Incidents** include near misses such as a near collision or a near grounding. If there is any doubt as to whether an incident should be reported, the best thing to do is to report it to Maritime NZ.

**Serious Harm Injuries (legally defined as mishaps)** include, but are not limited to:

- death
- amputation of a body part
- burns
- loss of consciousness; and
- any harm that causes a person to be hospitalised for a period of 48 hours or more.

Full definitions of an **Accident, Incident or Serious Harm Injury** can be found on Maritime NZ's web site [www.maritimenz.govt.nz](http://www.maritimenz.govt.nz)

#### What is meant by "as soon as practicable" for reporting?

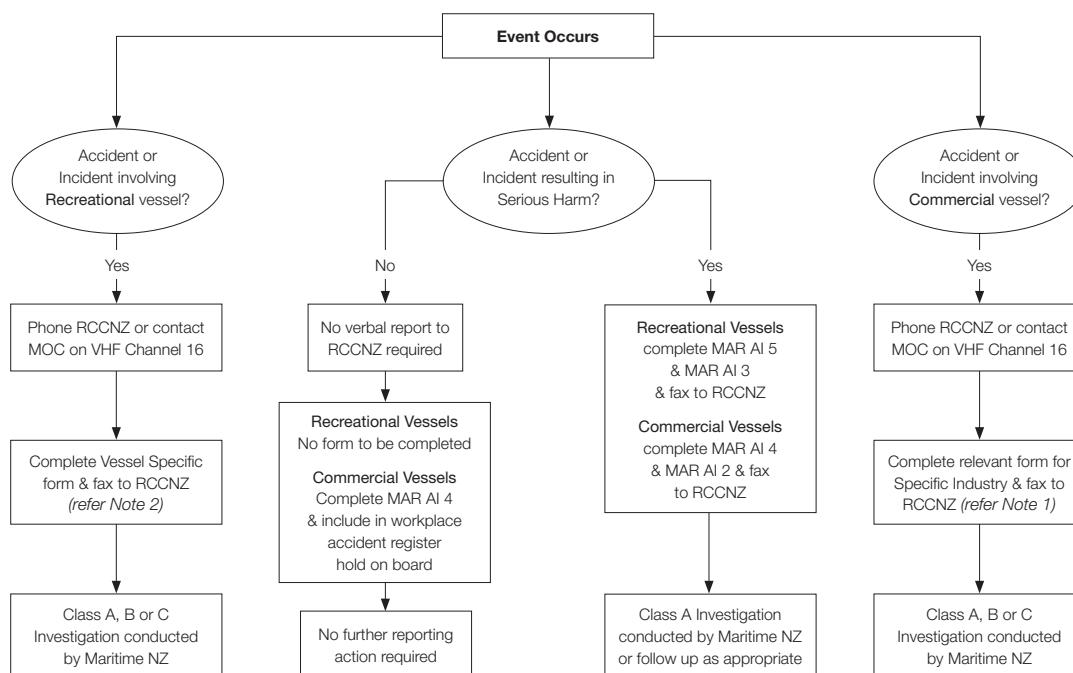
Essentially it is as soon as you are able to do so, after you have secured the safety of life, safety of your vessel and the environment, and when you have communication available.

#### Is it acceptable for my employer to report on my behalf?

If you are the **Master/Skipper**, then **you** must report the accident, incident or serious harm injury to Maritime NZ as soon as practicable. If you are unable to do so then your employer should, but you should be mindful that it is the Master/Skipper's obligation to report an accident, incident or serious harm injury.

**Employers, principals, and self-employed persons** must notify Maritime NZ of a serious harm injury as soon as possible after it occurs and within seven days of it becoming known, they must give written notice of the injury to Maritime NZ.

## Maritime New Zealand Accident, Incident & Serious Harm Injuries Reporting Flowchart



Class A – Serious Harm, material damage to ship/machinery or significant incident

Class B – Moderate damage to ship/machinery

Class C – No or minor damage

Note 1 – complete industry specific form for Commercial Vessels e.g. use MAR AI 4 or Jet Boat, Rafting, Kayak forms

Note 2 – complete sector specific form for Recreational Vessels e.g. use MAR AI 5 or Jet Boat, Rafting, Kayak forms

Maritime New Zealand website: [www.maritimenz.govt.nz](http://www.maritimenz.govt.nz)

RCCNZ contact details – Phone: 0508 222 433 Fax: +64 4 577 8038

RCCNZ is the Maritime NZ Rescue Coordination Centre. MOC is the Maritime NZ Maritime Operations Centre

See attached information sheet for the definitions of Accidents, Incidents and Serious Harm Injuries.

Remember it is the Master's obligation to report "as soon as practicable" and additionally, in the event of a serious harm injury, the employer of the injured person must notify Maritime NZ as soon as possible.

### Vessel category codes (for use when filling out commercial vessel accident or incident forms)

<b>SSM</b>	<b>Fishing Ship</b>	2104 Paua Diving	4106 Gas tanker
<b>Sailing Ship</b>	1301 Trawler	2105 Other Fishing	4107 Livestock Carrier
1101 Bareboat	1302 Purse Seiner	2200 Diving	4108 Heavy Load Carrier
1102 Charter	1303 Cray/Rock Lobster	2300 Sailing	4109 Offshore support vessel
1103 Sail Training	1304 Line Fishing	2400 Hovercraft	4110 Combination Carrier
1104 Skipped	1305 Fishing Dredger		4111 Ro-ro Cargo Ship
<b>Non-Passenger Ship</b>	1306 Trolling Danish Seining	<b>NZISM</b>	4112 General Cargo/Multi purpose ship
1201 Workboat	1307 Other Fishing	3100 Cargo Ship	4113 Woodchip Carrier
1202 Aquaculture	<b>Passenger Ship</b>	3200 Oil Tanker	4114 Factory Ship
1203 Tug	1401 Hire & Drive Charter	3300 Hovercraft	4115 MODU & FPSO
1204 Pilot vessel	1402 Recreational Fishing Charter	3400 High Speed Craft	4116 Special Purpose Ship
1205 Research	1403 Other Charter	3500 Ro-ro Freight	4200 FCFV
1206 Patrol Boat	1404 Passenger/Vehicular Ferry	3600 Ro-ro Passenger	4300 Eel
1207 Dive vessel	1405 Passenger/Freight Ferry	3700 Research Vessel	4400 Warship NZ
1208 Survey	1406 Passenger Ferry		4500 Warship Foreign
1209 Dredger	1407 Scheduled Tourism Activity	<b>NZSCNR</b>	4600 Foreign SOLAS passenger ship
1210 Support vessel	1408 Waka	<b>Foreign SOLAS cargo ship</b>	4700 Foreign SOLAS oil tanker
1211 Cargo	<b>SOP</b>	4101 Container Ship	
1212 Tanker	<b>Fishing</b>	4102 Vehicle Carrier	
1213 Ro-ro Freight	2101 Cray/Rock Lobster	4103 Bulk Carrier	
1214 Floating Crane	2102 Line Fishing	4104 Reefer	
1215 Charter (Sports Fishing)	2103 Gill Netting	4105 Chemical tanker	
1216 Powered Barge			