

New Zealand Kennel Club

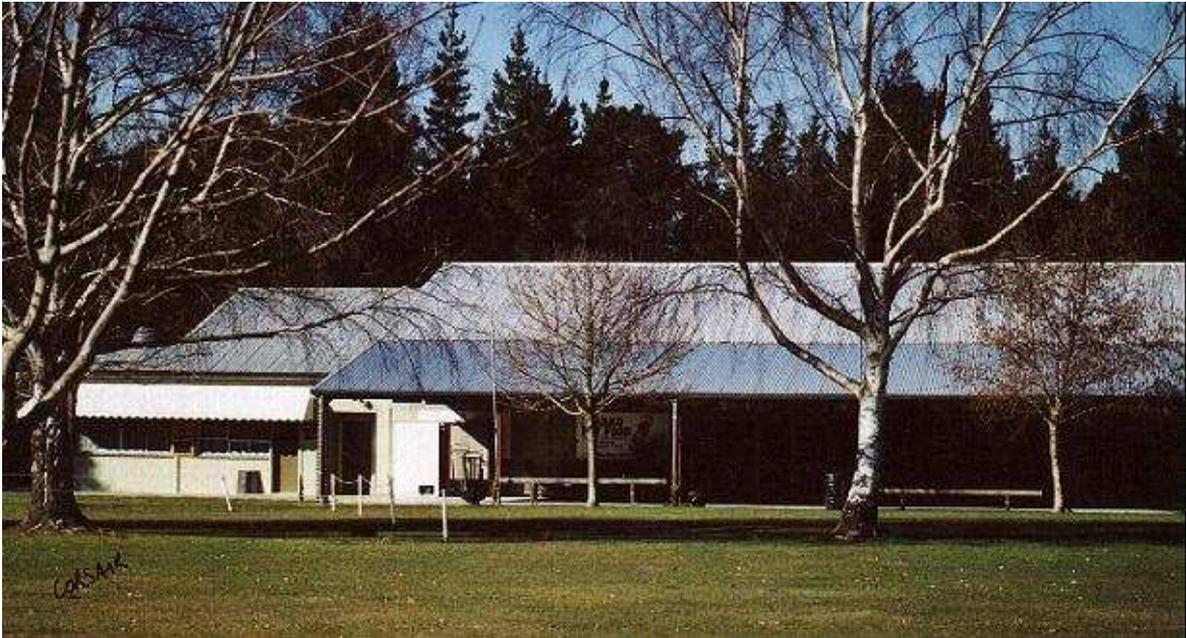
Canterbury Kennel Centre

701 McLeans Island Road, McLeans Island, Christchurch

P O Box 100, Kaiapoi

MISSION STATEMENT

To manage and enhance our facilities for the membership
and community by creating a world class venue,
meeting all patrons needs now and into the future.



The Canterbury Kennel Centre McLeans Island is a 4.55 hectare property at 701 McLeans Island Road, Christchurch, which incorporates a large indoor Events Centre and a level grassed arena outdoors.

Health and Safety Management Plan

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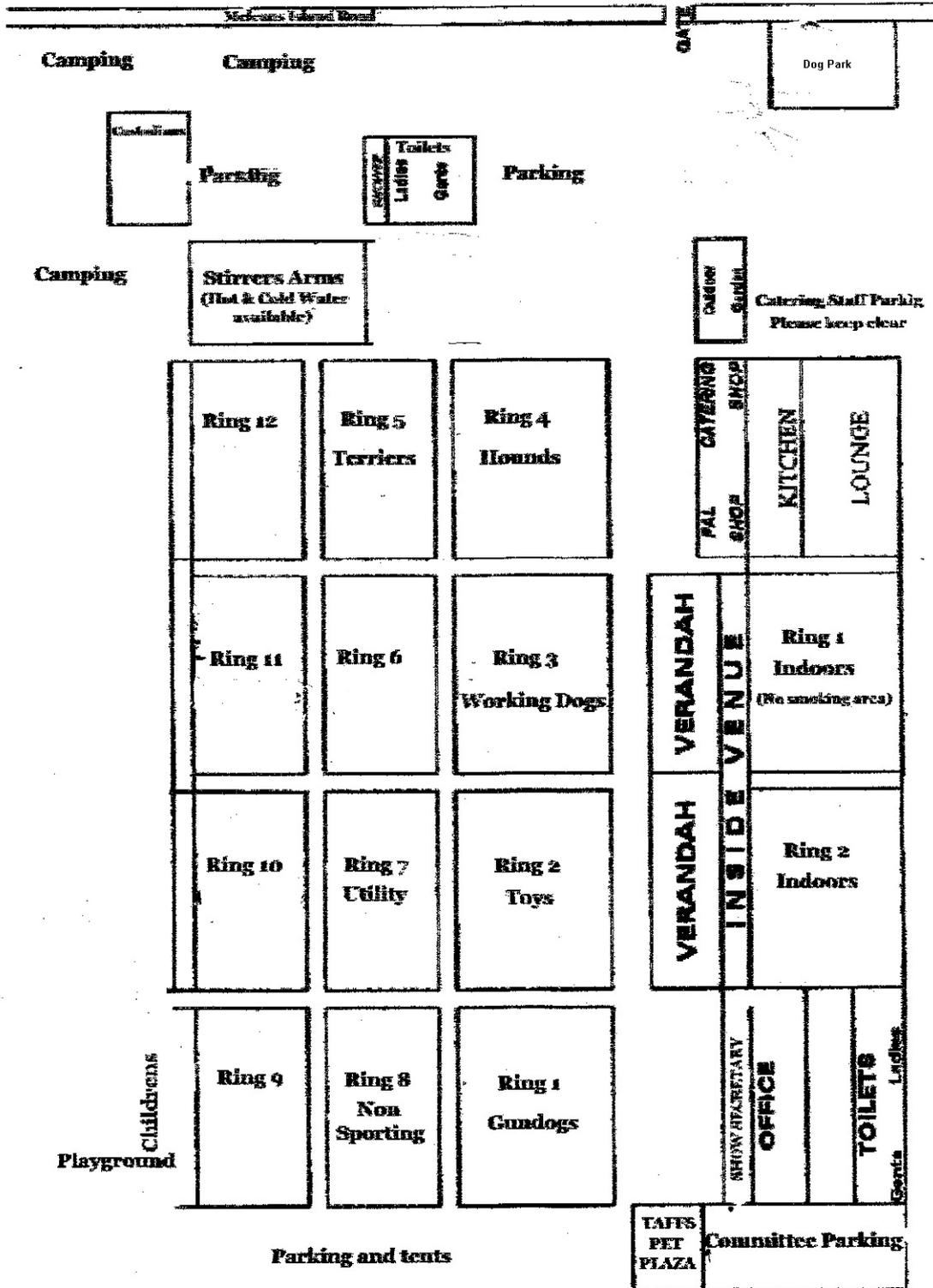
Figure 1 Winter 2004



Figure 2 Stirrers Arms Amenities Building

CKA Grounds, McLeans Island, Christchurch

RING LAYOUT



NB: This plan is not to scale.



Health and Safety Policy for Canterbury Kennel Association

Canterbury Kennel Association is committed to providing a safe and healthy environment for all staff, exhibitors, affiliated clubs, and hirers of the venue.

CKA Management will:

- ✎ Systematically identify and control all hazards at the **Canterbury Kennel Association**. Where there are significant hazards we will take all practicable steps to eliminate, isolate and/or minimise these hazards to prevent injury or damage.
- ✎ Provide health and safety training and supervision as required
- ✎ Give all people involved the opportunity to be involved in the hazard management process.
- ✎ To ensure all potential accident/incidents are controlled and prevented.
- ✎ Record all incidents and accidents, and take all practicable steps to prevent these events from happening; and
- ✎ Investigate all reported incidents and injuries to ensure all contributing factors are identified and, where appropriate, plans are formulated to take corrective action.
- ✎ Promote a system of continuous improvement, including the annual review of policies and procedures

Employees, vendors, affiliated clubs and hirers will:

- ✎ Actively contribute to hazard identification and management
- ✎ Participate in health and safety briefings
- ✎ Adopt safe work practices
- ✎ Encourage others to do the same
- ✎ Report injuries promptly and accurately
- ✎ Contribute with feedback to improve the safety of the venue

Date _____

Signed _____
Canterbury Kennel Association Representative

Canterbury Kennel Association Health and Safety Code of Conduct Policy

- 1 The Code of Conduct has been compiled by the Management Committee of Canterbury Kennel Association to comply with the requirements of the Health and Safety in Employment Act 1992 (HSE Act)
- 2 We will actively promote the Code of Conduct to ensure the working environment at the Canterbury Kennel Association is as far as reasonably practicable free from hazards.
- 3 All employees, contractors, vendors, hirers, affiliated clubs and their members will have the Code of Conduct for the Kennel Association explained to them and be made fully aware of its importance.
- 4 All vendors and hirers will be required to sign and date a copy of the Code of Conduct.
- 5 All vendors and hirers will be given a signed and dated copy of the Code of Conduct.
- 6 The Code of Conduct will be discussed by Management and staff at regular meetings.
- 7 The Code of Conduct is to be reviewed annually or as required.
- 8 Non compliance with *any* of the Code of Conduct will be viewed as *termination of hire agreement or stall allocation*.

Health & Safety Code of Conduct

The property users agree;

1. Follow and obey all instructions for the Canterbury Kennel Association. **If in doubt, ask!**
2. Report immediately any condition or practice you think might cause damage to equipment or injuries to anyone at the Canterbury Kennel Association
3. Obey all rules, signs and instructions. **If in doubt at all, ask!**
4. Know the emergency procedures, location of the safety equipment and their use.
5. Maintain safe work practices and keep yourself and others safe.
6. Respect that defined areas of the Canterbury Kennel Association are **No Smoking** areas.
7. Always look out for hazards and remember to remove them, guard against them and warn others about them. **Remember: Eliminate, Isolate and Minimise.**
8. Appropriate and acceptable language will be used at all times.
9. Being under the influence of alcohol or non prescription drugs at the Canterbury Kennel Association is not acceptable.
10. All rubbish created by the vendor must be removed by the vendor at the end of the show day. Please leave your allocated area in the same state as you found it!
11. Obey the 10km/hr speed limit within the Canterbury Kennel Association grounds.
12. Vendors requiring power must provide their own certified power cords.
13. Report and record any accidents or near misses which take place during the hire period. The Accident Register **is stored in the lounge at the Indoor Arena.**
14. Report and record all maintenance requirements in the Maintenance Register. **This is stored in the lounge in the Indoor Arena.**
15. No vehicle movement is permitted in the indoor arena between the hours of 7.45am and 4.00pm, unless under the directive of the CKA Management Committee.
16. Any vendor wishing to sell food at the venue must have approval from the Christchurch City Council along with the appropriate food certificates.
17. No posts or stakes are to be inserted into the ground within the Indoor Arena.
18. The Canterbury Kennel Association Manager / Show Manager is permitted to inspect the vendor's goods for sale prior to the event opening.
19. Children who accompany stall holders and Exhibitors, and any visitors to the property must be under constant supervision and respect no go areas around the event.
20. All stakes and posts in the main outdoor arena are the owners responsibility and must be removed at the end of every event.

Health & Safety Code of Conduct

Hirers:

1. Follow and obey all instructions for the Centre. **If in doubt, ask!**
2. Report immediately any condition or practice you think might cause damage to equipment or injuries to anyone.
3. Obey all rules, signs and instructions. **If in doubt at all, ask!**
4. Know the emergency procedures, location of the safety equipment and their use.
5. Maintain safe work practices and keep yourself and others safe.
6. Respect the Canterbury Kennel Association has defined **No Smoking** areas.
7. Always look out for hazards and remember to remove them, guard against them and warn others about them. **Remember: Eliminate, Isolate and Minimise.**
8. Appropriate and acceptable language will be used at all times.
9. Being under the influence of alcohol or non prescription drugs at the Canterbury Kennel Association is not acceptable.
10. All rubbish created by the Hirer must be removed by the Hirer at the end of the hire period. Please leave the venue in the same state as you found it!
11. Obey the 10km/hr speed limit within the Canterbury Kennel Association grounds.
12. A person trained in first aid is required at the venue at all times during the hire period.
13. Report and record any accidents or near misses which take place during the hire period. The Accident Register **is stored in the lounge in the Indoor Arena.**
14. Report and record all maintenance requirements in the Maintenance Register. **This is stored in the lounge in the Indoor Arena.**
15. No posts or stakes are to be entered into the ground within the indoor arena.
16. Children who accompany Hirers and support people must be under constant supervision and respect no go areas around Arena.

HAZARD IDENTIFICATION AND CONTROL PROCEDURES

It is our intention to systematically identify and control all hazards in our workplace. Where there are significant hazards we will take all practicable steps to:

Eliminate the hazard,

Isolate the hazard, OR

Minimise the hazard

Where the hazards may only be minimised, we will ensure:

- Protective clothing and equipment is provided and used by all employees/ contractors, at all times necessary
- Good work practices are used and maintained
- Employees / Contractors are properly trained and/or supervised
- Any new hazards identified, are incorporated into Hazard Register and all employees/ contractors informed
- Any new machinery/equipment/plant/tasks/chemicals/poisons are assessed before use, and safety controls/practices are established
- All hazards and the hazard controls will be regularly assessed
- All employees / contractors / vendors and hirers are aware of emergency and evacuation procedures

Hazard Register

Task	Description of hazard	Potential harm (consequences)	Significant hazard Y/N	Controls	Eliminate (E), Isolate (I) or Minimise (M)	Are the controls effective? Y (Yes), N (No).
Using electrical equipment	Electrical appliances, electrical and light fittings, wet conditions	Electric shock, electrocution, electrical burns (See also fire below)	Y	Electrical testing, maintenance regime, insulation, RCD, defect reporting, pre-use checks on electrical equipment, repair and removal of defective/faulty/damaged electrical equipment, Compliance with NZ/AS standards, signage, isolation	M, I	Y
Working in areas where items are stored	Falling objects	Impact, crush injuries	Y	Securing of cabinets / shelves. Heavy objects stored close to the floor, Good housekeeping	I, M	Y
Storage of items at height	Reaching and stretching to retrieve items from the top shelf of a bookshelf or from the top of a tall cabinet	Sprains and strains on neck, shoulders, back and legs.	N	Assessment of whether items need to be stored and if so, why they need to be stored at such a height. These checks are included in the annual workplace audits. Heavy items to be stored on ground or on lower shelves.	M	Y
All site areas	Earthquake	Entrapment, lacerations, impact injuries, burns, smoke inhalation.	Y	Provision of Civil Defence equipment. Securing of cabinets / shelves. Heavy objects stored close to the floor, , filing cabinets kept locked, workplace inspections, Staff training (eg fire wardens, H & S familiarisation, Contractor inductions) First responder training, Consistent and updated emergency/evacuation signage and notices	M	Y

Task	Description of hazard	Potential harm (consequences)	Significant hazard Y/N	Controls	Eliminate (E), Isolate (I) or Minimise (M)	Are the controls effective? Y (Yes), N (No).
Using site vehicles (, Tractor, Ride On Mower etc)	Road traffic accident, pedestrian collision with vehicle, fall from golf cart, inclement weather conditions (eg strong winds)	Burns, bone fractures, muscular skeletal injury, entrapment, lacerations, impact and crushing injuries, sprains and strains,	Y	WOF, maintenance regime, generally low speed operation – urban. Taking care getting in and out of vehicles, especially in strong windy conditions, pre-use vehicle inspections	I, M	Y
Working in site buildings or outdoors on site grounds	Natural gas leaks	Asphyxiation, chemical exposure, death, fires, infrastructure damage, explosion, burns	Y	Evacuation, emergency response sheets for staff, emergency signage, seismic shut off valves, isolation points, manuals, immediate communication/notification of noticeable gas smells or noise, First responder training	I, M	Y
Working on site in all areas	Storms, flooding and severe weather events	Lacerations, impact injuries, slips, trips, falls, bruises, abrasions, electrocution	Y	Stay indoors, shelter in place, close windows and doors, restrict outdoors movement, be mindful of surface flooding caused by overloaded storm water systems/blocked drains, isolate power to electrical equipment threatened by rising floodwaters	M	Y
Working outside	Extreme weather conditions (eg hot or cold, heavy rain, snow, ice and strong winds),	Slips, trips and falls, sun burn, heat stroke, heat exhaustion, cuts, crushing injuries, bruises, abrasions, hypothermia, foreign objects/dust in eyes	N	Training, protective clothing, sun screen, information re use of sunscreen, hat, coat, gloves, regular breaks, suitable footwear, heavy work programmed for early morning when cooler tying down all tools and equipment if outside work is necessary during windy conditions	M	Y
Walking up and down steps and stairs both inside and outside, using pathways.	Slips, trips and falls due to poor underfoot conditions, uneven ground, slippery surface, poor lighting and unsuitable footwear	Bruising, fractured bones, sprains and strains, dislocations, cuts, abrasions, back injuries, head and neck injuries	Y	Observation audits, uneven surfaces repaired, door mats to prevent ingress of water, wet floor signs, maintenance regimes, good housekeeping, appropriate footwear, and adequate lighting, surface coating to improve adhesion/grip, Handrails, signage encouraging use of handrails, especially in wet and windy weather conditions.	M	Y

Task	Description of hazard	Potential harm (consequences)	Significant hazard Y/N	Controls	Eliminate (E), Isolate (I) or Minimise (M)	Are the controls effective? Y (Yes), N (No).
Working at height	Fall from ladder, step ladder, foot stool, step platforms, scaffolding and elevated work platforms, falling objects	Bruising, fractured bones, dislocations, crush injuries, Serious harm	Y	Ladder inspection, correct ladder angle, ladder secured, ladder training, correct and proper ladder storage. Scaffolding erected or provided by certified suppliers/scaffolders, fall protection and fall arrest systems in place. All employees working at height are trained, competent and experienced in working with ladders and on scaffolding, storage of light weight items at height	I, M	Y
Moving objects, manual handling	Heavy, awkward posture, shifting centre of gravity, sharp edges, frequent task, manipulating heavy objects in a confined area or container, lifting or carrying a dog	Musculoskeletal injury, sprain or strain, falling load. Caretakers, Vic Venues & Recreation Centre staff and members/visitors	Y	Manual handling and back care training, risk assessment, protective footwear, mechanical handling equipment, pallet truck, trolley, team lifting, supervision, specific training on use of equipment, ongoing maintenance and inspection programme, get the dog to walk (where applicable).	M	Y
Using chemicals	Spilling acids, solvents, solutions or accidentally wiping onto user's skin, face cloths, inhalation of fumes and/or gases, flammable liquids/gases, explosive chemicals/gases, oxidising agents	Burns or irritation to skin, face, eyes, inhalation, overcome by fumes, damage to clothes or laboratory equipment, pollution of drain/water course,	Y	First aid kits, Current and qualified First aiders, training/induction, gloves, local exhaust ventilation, staff training, correct storage, substitution for less hazardous chemical, eye washes and emergency showers in laboratories, assessment, safety data sheets, labelling, colour coding, signs, overalls, checking use by date, where applicable, on all laboratory equipment.	I, M	Y
Grounds - Bridges - Ponds - Climate - Falling trees	Falling. drowning and Falling objects	Physical damage, drowning	Y	Basic safety procedure Training. Fence off paddock with the pond. Pond has bund around it.	I, M	Y
Task	Description of hazard	Potential harm	Significant	Controls	Eliminate (E), Isolate	Are the controls

		(consequences)	hazard Y/N		(I) or Minimise (M)	effective? Y (Yes), N (No).
Task	Description of hazard	Potential harm	Significant	Controls	Eliminate (E), Isolate	Are the controls
Kitchen or tearoom hot drink preparation	Hot water spills, slips, hygiene	Burns / scalds, gastric problems	N	Defects to boilers repaired promptly, dishwashing and cleaning facilities, Individuals to concentrate on task when using hot water in kitchens, signage	I, M	Y
Knife injuries	Cuts, blood contamination	Cuts causing bleeding, tendon damage & infection & potential biological contamination	Y		M	Y
Oven, Microwave	Burns	Burn, electrocution	Y	Keep numbers of people in the kitchen to a minimum. Have a person present in the kitchen at all times while the oven is operating. Use oven mitts when removing food from oven. Do not leave the microwave unattended. Unplug from wall when not in use. Take care when removing food from microwave.	M	Y
Removing hot trays from ovens, operating deep fryer and hot plate	Burns	Burns	Y	Wear protective gloves. Only trained staff to operate fryer and hot plate	I, M	Y

		(consequences)	hazard Y/N		(I) or Minimise (M)	effective? Y (Yes), N (No).
Open Drains	Falling, drowning	Drowning, hypothermia	Y	When in, around or crossing make sure every effort is made to make sure you are safe. Have support where needed Eliminate by digging further drainage to remove areas of ponding water	M	Y
Carpark	Being run over, crushing, death	Run over, crush, death	Y	Keep speed down. Watch for any person or vehicles.	M	Y
Water Tanks	Falling, drowning	Drowning	Y	Never climb into tanks unless supervised by someone. Keep lid on	M	Y

Emergency Procedures

Evacuation Plan: In the event of an emergency eg Fire, earthquake, major electrical storm, vehicle accident, flood or other serious accident, all persons at the Canterbury Kennel Association at that time will go to the assembly point at the **north end of the Indoor Arena carpark**, congregate at Assembly Point sign.

First Aid: It is the responsibility of those Affiliated Clubs, who hold events at the Canterbury Kennel Association to have a person available trained in first aid each time they hold an event.

First Aid and Fire Extinguishers are located at

- ✦ **Arena Kitchen**
- ✦ **Main Indoor Area**

All emergency equipment including first aid kits and fire extinguishers are checked and replenished as necessary by the appointed person. An emergency drill conducted every six months. These drills are to be recorded and a note made of any further improvements or training needed.

The Fire Emergency Cupboard is to remain stocked with warden jackets, emergency plans and the Red Clipboard at all times. The Red clipboard will serve as the Fire Evacuation Procedure Clipboard and will be updated on a regular basis.

All Staff, affiliated clubs, vendors and hirers are to be familiar with the Emergency procedures included in the Health and Safety folder.

All Staff, affiliated clubs, vendors and hirers who have emergency responsibilities assigned to them and are trained how to carry out those tasks in an emergency:

- ✦ *Notify Owners, other staff and neighbours*
- ✦ *Alert emergency services*
- ✦ *Shut off electricity, water etc*

All vendors shall take responsibility for their own stall and sale items in the event of an emergency. All hirers shall take responsibility for their own equipment and persons present at their event in an emergency. When more than 25 people are present at an event a **designated warden** must be allocated to assist in crowd evacuation.

In the event of an emergency follow instructions of the warden.

- ✦ *On discovering a fire activate the nearest manual alarm.*
- ✦ *Leave the premises immediately, by the nearest escape route.*
- ✦ *Switch off appliances but leave lights on.*
- ✦ *Move quickly, but do not run.*
- ✦ *Do not return to collect any personal possessions.*
- ✦ *Remember to crawl low if there is smoke.*
- ✦ *If your clothing catches on fire, drop to the ground and roll.*

EMERGENCY PROCEDURES

IMPORTANT TELEPHONE NUMBERS
FIRE POLICE AMBULANCE

111

OTHER IMPORTANT TELEPHONE NUMBERS

Doctor	(Bishopdale Medical Clinic)	03 3598591
Hospital	(Christchurch Public)	03 3640640
Animal Emergencies (MAF)		0800 80 99 66
Veterinarian (After Hours Vet Clinic)		03 3661052
Pollution hotline		03 3664663
Meridian Electrical faults		0800 496777
Police (non-emergency)		03 3637400
Department of Labour		0800 20 90 20
Poisons and Hazardous Chemicals		0800 764 766

VENDORS & HIRERS

As a principal, we are required to take all practicable steps for vendor's and hirer's safety (and the safety of any employees of that vendor or hirer).

To achieve this, all vendors and hirers will be advised of:

1. All specific hazards they may be exposed to, and the hazard controls, whilst the vendor or hirer is undertaking work on our premises.
2. Emergency and evacuation procedures.

Our policy is that:

- Vendors and hirers shall be informed they are responsible for any hazards that they may create while on our premises.
- Vendors and hirers must advise us (the Principal) of all serious harm accidents to self or others in the place of work.

Procedure for Vendors:

1. All vendors are sent a venue map and Vendor's Acknowledgement form prior to the first event they attend.
2. The event manager has a second copy of the Vendor's Acknowledgement which is signed by the vendor upon entering their first event.
3. Ongoing vendors must communicate with the event manager for allocation of their stall. Any changes to the original agreement need to be made in writing.

Procedure for Hirers:

1. All hirers are sent a venue map and Hirer's Acknowledgement form prior to the beginning of their hire period.
2. The event manager has a second copy of the Hirer's Acknowledgement which is signed by the hirer at the beginning of their hire period.
3. Ongoing hirers must communicate with the event manager to organise available dates for ongoing hire. Any changes to the original agreement need to be made in writing.

VENDOR'S ACKNOWLEDGEMENT

VENDOR'S NAME:

Canterbury Kennel Introduction:

- This Workplace :**
- I have been/ Explained:
- Shown my allocated stall location on the venue map.
- Shown and given a venue map with the hazards on it.
- Explained the hazards I will be exposed to while working in this venue.
- Shown the location of the Hazards.
- Agreed to inform the event manager if there are any new hazards I find while at the event.
- Made aware of Safety Signage.
- Areas to stay away from.
- Report any accident while at the event.
- Where first aid equipment is kept if required.
- Where fire extinguishers are kept if required
- Replace or repair any damage caused by the vendor and its associates

VENDOR'S SIGNATURE:

DATE:

MANAGERS SIGNATURE:

DATE:

HIRER'S ACKNOWLEDGEMENT

HIRER'S NAME:

Canterbury Kennel Introduction:

This Workplace

I have been/ Explained:

- Shown the area of the Canterbury Kennel Centre I have access to.
- Shown and given a venue map with the hazards on it.
- Explained the hazards I will be exposed to while working in this venue.
- Shown the location of the Hazards.
- Agreed to inform the CKA Management Committee if there are any new hazards I find while hiring the Canterbury Kennel Centre.
- Made aware of Safety Signage.
- Areas to stay away from.
- Report and record any accident while hiring the venue.
- Shown the location of the Emergency Procedures and Emergency Contact List.
- Parking requirements for trucks, campervans and caravans.
- Replace or repair any damage caused by the hirer and its associates

HIRER'S SIGNATURE:

DATE:

MANAGERS SIGNATURE:

DATE:

ACCIDENT AND INCIDENT RECORDING, REPORTING AND INVESTIGATION PROCEDURES

We report, record and investigate all accidents/incidents and near misses.

Through this we control any new hazards and make improvements to prevent similar accidents / incidents or near misses from happening again.

- ✦ All accidents and incidents must be notified to the event manager immediately or as soon as practical.
- ✦ All incidents and non-serious harm accidents must be recorded on the Accident/Incident Register included in this Safety Manual.
- ✦ All serious harm accidents to any person e.g. vendors, hirers, affiliated clubs, vendor's/hirer's employees and other person(s) are to be notified to Worksafe NZ as soon as possible.
- ✦ Note: Principals and self-employed people must also report serious harm accidents to Worksafe. (The scene of any serious accident should not be disturbed until seen by an Worksafe Inspector).
- ✦ A "Notification of Circumstances of Accident or Serious Harm" form is to be forwarded to the nearest Worksafe Office within seven (7) days of the event.
- ✦ All persons involved must be informed of the accident/incident investigation, i.e. new hazard identified and the hazard controls.

Procedure:

- ✦ All vendors, hirers and affiliated clubs to report to the CKA Committee and record all accidents and near misses in the Accident Register.
- ✦ All vendors, hirers and affiliated clubs to be made aware of the correct procedures for notification of serious harm accidents. Particularly - notification to Worksafe as soon as possible, and not disturbing the scene (with exceptions), until release by an Inspector. **TIP:** transfer any new identified hazards and hazard controls into the Hazard Register.
- ✦ All accidents and incidents (or near misses) to be investigated by the CKA Committee. Incidents (or near misses) are often an indicator of potential harm.

Canterbury Kennel Association - RECORD OF ACCIDENT / SERIOUS HARM

1 Particulars of employer, self-employed person or principal:

(business name, postal address and telephone number)

2 The person reporting is:

- an employer a principal an employee

3 Personal data of injured person:

Name	<input style="width: 100%;" type="text"/>
Residential address	<input style="width: 100%;" type="text"/>
	<input style="width: 100%;" type="text"/>

Date of birth	<input style="width: 100%;" type="text"/>	Sex (M/F)	<input style="width: 100%;" type="text"/>
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4 Occupation or job title of injured person:

5 Period of employment of injured person:

- 1st week 1st month 1-6 months
 6 months-1 year 1-5 years Over 5 years
 non-employee

6 Treatment of injury:

- None First aid only
 Doctor but no hospitalisation Hospitalisation

7 Time and date of accident/ serious harm:

Time	<input style="width: 80%;" type="text"/>	am/pm
Date	<input style="width: 100%;" type="text"/>	

8 Hours worked since arrival

9 Mechanism of accident/ serious harm:

- | | |
|---|--|
| <input type="checkbox"/> fall, trip or slip | <input type="checkbox"/> hitting objects with part of the body |
| <input type="checkbox"/> sound or pressure | <input type="checkbox"/> being hit by moving objects |
| <input type="checkbox"/> body stressing | <input type="checkbox"/> heat, radiation or energy |
| <input type="checkbox"/> biological factors | <input type="checkbox"/> chemicals or other substances |
| <input type="checkbox"/> mental stress | |

10 Agency of accident/ serious harm:

- machinery or (mainly) fixed plant
- mobile plant or transport
- powered equipment, tool, or appliance
- non-powered handtool, appliance, or equipment
- chemical or chemical product
- animal, human or biological agency (other than bacteria/ virus)
- environmental exposure (e.g. dust, gas)
- bacteria or virus
- material or substance

11 Body part:

- | | | |
|---|-------------------------------------|---|
| <input type="checkbox"/> head | <input type="checkbox"/> neck | <input type="checkbox"/> trunk |
| <input type="checkbox"/> upper limb | <input type="checkbox"/> lower limb | <input type="checkbox"/> multiple locations |
| <input type="checkbox"/> systemic internal organs | | |

12 Nature of injury or disease: fatal

(specify all)

- | | |
|--|---|
| <input type="checkbox"/> fracture of spine | <input type="checkbox"/> puncture wound |
| <input type="checkbox"/> other fracture | <input type="checkbox"/> poisoning or toxic effects |
| <input type="checkbox"/> dislocation | <input type="checkbox"/> multiple injuries |
| <input type="checkbox"/> sprain or strain | <input type="checkbox"/> damage to artificial aid |
| <input type="checkbox"/> head injury | <input type="checkbox"/> disease, nervous system |
| <input type="checkbox"/> internal injury of trunk | <input type="checkbox"/> disease, musculoskeletal system |
| <input type="checkbox"/> amputation, including eye | <input type="checkbox"/> disease, skin |
| <input type="checkbox"/> open wound | <input type="checkbox"/> disease, digestive system |
| <input type="checkbox"/> superficial injury | <input type="checkbox"/> disease, infectious or parasitic |
| <input type="checkbox"/> bruising or crushing | <input type="checkbox"/> disease, respiratory system |
| <input type="checkbox"/> foreign body | <input type="checkbox"/> disease, circulatory system |
| <input type="checkbox"/> burns | <input type="checkbox"/> tumour (malignant or benign) |
| <input type="checkbox"/> nerves or spinal chord | <input type="checkbox"/> mental disorder |

13 Where and how did the accident/serious harm happen?

(If not enough room attach separate sheet or sheets.)

14 If notification is from an employer:

- (a) Has an investigation been carried out? yes no
- (b) Was a significant hazard involved? yes no

Signature and date _____	___/___/___
Name and Position _____	

Canterbury Kennel Association - ACCIDENT INVESTIGATION

PARTICULARS OF ACCIDENT

Date of accident	Time	Location	Date reported
MTWTFSS			

THE INJURED PERSON

Name		Address		
Age	Phone number			
Date of accident		Length of employment		
TYPE OF INJURY:	<input type="checkbox"/> Bruising	<input type="checkbox"/> Dislocation	<input type="checkbox"/> Other (specify)	Injured part of body
<input type="checkbox"/> Strain/sprain	<input type="checkbox"/> Scratch/abrasion	<input type="checkbox"/> Internal		
<input type="checkbox"/> Fracture	<input type="checkbox"/> Amputation	<input type="checkbox"/> Foreign body	Remarks	
<input type="checkbox"/> Laceration/cut	<input type="checkbox"/> Burn scald	<input type="checkbox"/> Chemical reaction		

DAMAGED PROPERTY

Property/ material damaged	Nature of damage
	Object/substance inflicting damage

THE ACCIDENT

Description			
Describe what happened			
Analysis			
What were the causes of the accident?			
HOW BAD COULD IT HAVE BEEN?		WHAT IS THE CHANCE OF IT HAPPENING AGAIN?	
<input type="checkbox"/> Very serious	<input type="checkbox"/> Serious	<input type="checkbox"/> Minor	<input type="checkbox"/> Minor <input type="checkbox"/> Occasional <input type="checkbox"/> Often
Prevention			
What action has or will be taken to prevent a recurrence?		<input type="checkbox"/>	By whom
Tick items already actioned			When

TREATMENT AND INVESTIGATION OF ACCIDENT

Type of treatment given	Name of person giving first aid	Doctor/Hospital	
Accident investigated by	Date	DOL advised YES / NO	Date



Figure 3 CKA Gun Dog Trials



Figure 4 CKA Easter Gun dog Trials