|  |
| --- |
| **Tool 14: Injury and incident report template** |

This form would be helpful for your early learning service/organisation to use as part of your planned self-review.

For the period \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Workers** | **Children** | **Others**  **(eg, visitors)** | **Total** |
| Number of minor injuries or  incidents needing on-site  treatment only: |  |  |  |  |
| Number of injuries or incidents  resulting in doctor or other  medical visits: |  |  |  |  |
| Number of notifiable events  (reported to WorkSafe New  Zealand): |  |  |  |  |
| Causes: |  |  |  |  |
| Comments on notifiable events/  analysis/corrective actions: |  |  |  |  |
| Trends |  |  |  |  |

Reviewed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Next review date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_