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| Tool 16 - Injury and Incident Reporting Checklist Toolbox |

This tool can be used to review your injury and incident reporting processes.

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| **Does our school/kura have:** | **Yes** | **No** |
| |  | | --- | | 1. A fatality, injury and incident reporting procedure? | |  |  |
| |  | | --- | | 1. A fatality, injury and incident register? | |  |  |
| |  | | --- | | 1. A procedure for reporting notifiable events to WorkSafe and a process to follow up if there is a recommendation from WorkSafe? | |  |  |
| |  | | --- | | 1. A procedure for investigating fatalities, injuries and incidents? | |  |  |
| |  | | --- | | 1. A process to show that when an investigation identifies deficiencies corrective actions are undertaken? | |  |  |
| |  | | --- | | 1. A record to show that our workers understand notifiable injuries and illnesses? | |  |  |
| |  | | --- | | 1. A process for educating our workers, students and visitors on injury and incident reporting? | |  |  |
| |  | | --- | | 1. A process for collating all injury and incident data into a central database or spreadsheet for analysis? | |  |  |
| |  | | --- | | 1. A process to review the causes of fatalities, injuries and incidents and remedy them? | |  |  |
| |  | | --- | | 1. A process to ensure our workers know who has been trained in   First Aid? | |  |  |

Approved by: Date:

Next review date:

Actions arising from checklist: