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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** |
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| 1. A fatality, injury and incident reporting procedure?
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| 1. A fatality, injury and incident register?
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| 1. A procedure for reporting notifiable events to WorkSafe and a process to follow up if there is a recommendation from WorkSafe?
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| 1. A procedure for investigating fatalities, injuries and incidents?
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| 1. A process to show that when an investigation identifies deficiencies corrective actions are undertaken?
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| 1. A record to show that our workers understand notifiable injuries and illnesses?
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| 1. A process for educating our workers, students and visitors on injury and incident reporting?
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| 1. A process for collating all injury and incident data into a central database or spreadsheet for analysis?
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| 1. A process to review the causes of fatalities, injuries and incidents and remedy them?
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| 1. A process to ensure our workers know who has been trained in

First Aid? |

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Approved by: Date:

Next review date:

Actions arising from checklist: