

## Tool 10: Injury and incident reporting checklist

This checklist may help you ensure your early learning service or organisation knows how to respond when injuries, illness or incidents occur.

### Does our early learning service/organisation have:

	Yes	No
An injury and incident reporting procedure?	<input type="checkbox"/>	<input type="checkbox"/>
An injury and incident register (that covers adults and children)?	<input type="checkbox"/>	<input type="checkbox"/>
A procedure for reporting notifiable events to WorkSafe New Zealand?	<input type="checkbox"/>	<input type="checkbox"/>
A procedure for investigating injuries and incidents?	<input type="checkbox"/>	<input type="checkbox"/>
A process to show that when an investigation identifies deficiencies corrective actions are undertaken?	<input type="checkbox"/>	<input type="checkbox"/>
A record to show that staff understand notifiable injuries and illnesses and notifiable incidents?	<input type="checkbox"/>	<input type="checkbox"/>
A process for educating staff, and visitors on injury and incident reporting?	<input type="checkbox"/>	<input type="checkbox"/>
A process for collating all injury and incident data for analysis?	<input type="checkbox"/>	<input type="checkbox"/>
A process to review the causes of injuries and incidents and remedy them?	<input type="checkbox"/>	<input type="checkbox"/>
A process to ensure workers know who has been trained in first aid?	<input type="checkbox"/>	<input type="checkbox"/>

Approved by: \_\_\_\_\_

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

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

Actions arising from checklist: