**Injury and Incident Board Report**

Use this tool to report to your board any injuries and incidents over a given time period. Note: if an injury/incident is of a serious nature reporting this to your board chair should happen as soon as possible.

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Workers | Students | 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 NZ) |  |  |  |  |
| Causes |  |  |  |  |
| Comments on notifiable events/analysis/corrective actions |  |  |  |  |
| Trends |  |  |  |  |

Reviewed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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