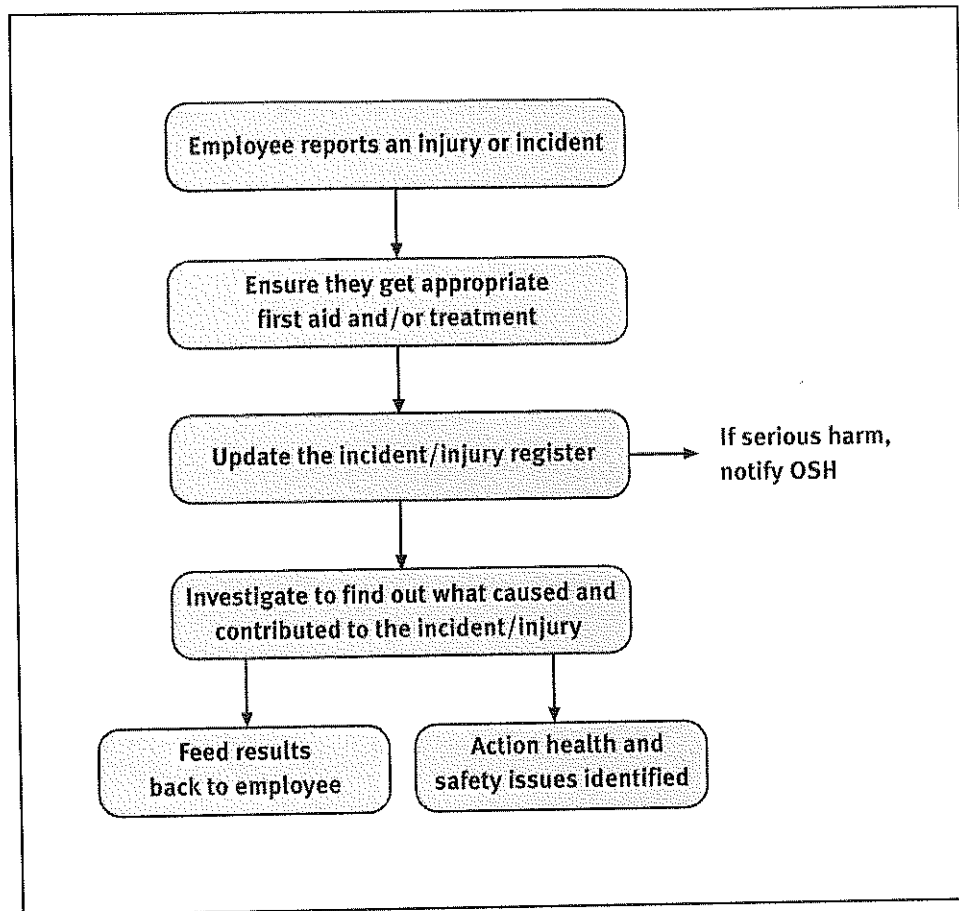


Incident and injury investigation flowchart



FIRST AID

- Have at least one of your staff trained in first aid.
- Make sure first aid kits are well supplied.
- Keep first aid kits where they are easily accessible to staff.
- Keep a record of first aid that is provided.

IF AN EMPLOYEE IS INJURED

- To help the employee return, offer them suitable work including modified work or a gradual increase in amount of work or number of hours.
- Stay in touch to:
 - Discuss any concerns.
 - Work out with the employee how they can get to and from work.
 - Invite them to social events at the workplace (eg, Friday night drinks).

Injury and incident form

COMPANY NAME

ADDRESS

NAME

ADDRESS

INCIDENT TYPE

NEAR-HIT/NEAR MISS
 INJURY
 ILLNESS

DATE OF INCIDENT

TIME OF INCIDENT

JOB

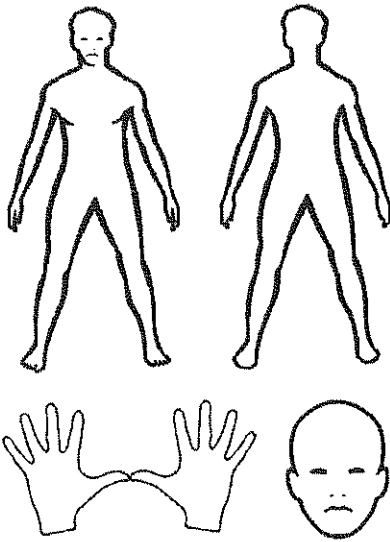
LENGTH OF TIME EMPLOYED HERE

PHONE

DATE OF BIRTH

INJURY DETAILS - BODY PART

Shade the part of the body that is injured



INJURY TYPE (TICK)

- Aches/pain (gradual)
- Aches/pain (sudden)
- Amputation
- Broken bone
- Bruising incl. crushing
- Burn/scald
- Chemical reaction
- Choking/suffocation
- Concussion/brain injury
- Cut (infected)
- Cut (not infected)
- Dental injury
- Dermatitis
- Dislocation
- Fatal
- Foreign body
- Eye
- Nose
- Ear
- Inhalation disease (asbestos /lead)
- Hearing loss (noise induced)
- Poisoning
- Strain/sprain
- Other
- Multiple injuries

TREATMENT DETAILS (TICK)

- None
 First aid
 Nurse
 Physiotherapy
 Doctor
 Hospital

WHAT HAPPENED?

WHAT DO YOU THINK CAUSED OR CONTRIBUTED TO THE INCIDENT?

EMPLOYEE SIGNATURE

DATE

PHOTOCOPY FOR YOUR OWN USE