New Zealand Ju-Jitsu Federation (NZJJF)

Incident Reporting Policy for Ju Jitsu Dojo

BACKGROUND

Every coach and student have a responsibility to ensure the health and safety of themselves, and of others, whilst practicing Ju-Jitsu.

Ju-Jitsu is a Japanese martial art which employs a variety of blocking, striking, throwing, choking, kicking, joint locking and ground techniques. Ju-Jitsu is a contact martial art and its study does involve the acceptance of certain risks. Simulating both armed and unarmed attack situations can be physically demanding for both attackers and defenders and occasional injuries such as bruises and sprains are to be expected.

However, it is the aim of the NZJJF to ensure that so far as is reasonably practicable that training is always carried out in a safe environment and in a safe manner with suitable control, equipment and supervision exercised with an appropriate system for reporting and reviewing of safety issues that occur.

PURPOSE

The purpose of this document is to establish working guidelines for the operation of Ju-Jitsu clubs in reporting incidents, accidents, and allegations and their investigation.

It identifies areas of responsibility, procedures and plans that ensure reporting of health and safety events is undertaken in a safe and responsible manner.

POLICY

The following recommendations are provided as guidelines for affiliated clubs to allow them to establish procedures and standards aimed at effective reporting of accidents or incidents and their investigation, to ensure the ongoing and further enhancement, development and enjoyment of Ju-Jitsu within the club.

If the number of injuries or incidents is too high, it could have an adverse impact on the popularity of Ju-Jitsu. Here are some of the more desirable repercussions of safe training environments:

- Increased retention rate
- More motivated members
- The coach retains the confidence of the parents and participants
- Smooth running classes which has a positive effect on other participants.
- A decrease in the perception that Ju-Jitsu is dangerous and increasing participation.

The NZJJF hopes that its member Clubs, and coaches will derive some inspiration from this policy to make Ju-Jitsu safer and more appealing by embracing effective Health and Safety practices in the dojo.

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ACKNOWLEDGEMENTS

The NZJJF would like to thank Sensei Peter Jones of Kajuen Ryu for his help and guidance in the writing of this Policy

DEFINITIONS

Health and Safety Incident: Any event that has or could have resulted in injury or property damage, a near miss is an incident.

Injury: e.g. bruise, cut, burn, strain/sprain etc.

Lost time injury (LTI): Where a person has been injured, visited a medical provider and has been deemed fully unfit for their next scheduled shift. An ACC45 provided by a Medical Physician must support the classification of an LTI. Time off taken only on the day of the injury does not count as an LTI.

Hazard: something that could cause a person to be harmed or damage to property to occur. Most incidents usually involve a hazard known or unknown. Refer to HS 3.1 Risk Management Procedure.

Risk: the likelihood that harm could occur when exposed to a hazard.

Near miss: Something happened, but no one was hurt, and no damage occurred.

First Aid Injury: An injury that has only resulted in first aid treatment and the employee is able to return to work immediately or to their next scheduled shift.

Alternative Duties: Work tasks that are meaningful, that can be carried out safely and do not hinder a person's recovery following injury.

Notifiable Event: Any event that did or could have caused significant harm or damage. Refer to Appendix 1 or the WorkSafe NZ web site for a more thorough definition.

Reference

1] http://www.worksafe.govt.nz/worksafe/notifications-forms/notifiable-events

PRE-TRAINING HEALTH REPORTING

Coaches should be informed of any pathologies or chronic illnesses which can endanger the health or lives of participants whilst undertaking Ju-Jitsu training.

Ideally all participants should complete a pre-Health Check form before starting Ju-Jitsu so a coach can make an assessment of the suitability of the student undertaking training. The NZJJF has made recommendations on the contents of an Individual Membership Assessment Form.

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Reference:
1] http://nzjjf.org.nz/NZJJF/jujitsu/wp-content/uploads/2019/10/NZJJF-Membership-Assessment-Form.pdf

All completed forms should be stored with a thought to members' privacy. The forms of members participating in away-events (e.g. tournaments or seminars) should be taken by a coach to the event, as in an emergency, the forms could provide vital information.

It is essential that participants particulars are updated on a regular basis to account for changes of details and health status.

FIRST AID & INJURY REPORTING

All injuries obtained during training should have an injury report form completed. All reports should be reviewed by the coach(es) responsible, any trends analysed and appropriate strategies implemented to reduce injuries and the Risk register updated.

All injuries associated with significant harm are notifiable events (see Appendix 1)

All completed injury report forms should be stored with a thought to members' privacy.

Reference:
1] http://www.nzjjf.org.nz/jujitsu/downloads/IR_Form.pdf

All First Aid equipment used in a First Aid Incident should be identified for replacement. An appropriately stocked first aid kit should be readily accessible at all times, and access to ice / cold packs should also be available. The NZJJF has made recommendations on the contents of a club first aid kit.

Reference:
2] http://www.nzjjf.org.nz/jujitsu/downloads/Note_15_3.pdf

The NZJJF recommends the following reference text for guidance on injury management in the dojo;

1. *P. Jones; Ninja Nurse!: The Essential Guide to Injury Management in Martial Arts. 1st edition, June 12, 2019. Paperback.*

IDENTIFIED HAZARD REPORTING

Coaches should check the dojo environment, equipment, training surface and surrounding areas before and during each training session, see *NZJJF Health and Safety Policy for Ju Jitsu, Appendix 5: Dojo Health and Safety Checklist*

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Reference:
1] https://nzjjf.org.nz/NZJJF/jujitsu/wp-content/uploads/2025/01/NZJJF-Health-and-Safety-Policy-2020.pdf

If they observe something which could represent a risk to the safety of participants, they should complete a Hazard Report Form and take the necessary corrective measures or at the very least monitor this potential hazard.

Any irregularity that cannot be corrected immediately should be reported to the owner, head coach or club committee using the Hazard Report Form and the situation remedied as soon as possible (refer to Appendix 4).

COMPLAINTS & MISCONDUCT REPORTING

All NZJJF members, coaches and supporters are bound by our Code of Ethics, Equal Opportunities and Antidiscrimination Policy, Protected disclosure policy and our Child Protection Policy.

Incidents identified should be reported using an incident report form (refer to Appendix 5). It is recommended that a hierachy of reporting is followed depending on the source of complaint and seriousness of the complaint;

1. Club Coach,
2. Head Coach,
3. Club Owner/Committee,
4. NZJJF Committee.

All complaints and incident reports received by the NZJJF will be investigated according to the NZJJF rules and regulations, and it's according policies, along with any disciplinary action if required.

Reference:
1] https://nzjjf.org.nz/NZJJF/jujitsu/wp-content/uploads/2025/01/NZJJF_CoE_2012.pdf
2] https://nzjjf.org.nz/NZJJF/jujitsu/wp-content/uploads/2025/01/NZJJF-Equal-Opportunities-and-Antidiscrimination-Policy-2020.pdf
3] https://nzjjf.org.nz/NZJJF/jujitsu/wp-content/uploads/2025/01/NZJJF-Child-Protection-Policy-2015.pdf
4] https://nzjjf.org.nz/NZJJF/jujitsu/wp-content/uploads/2025/01/NZJJF-Protected-Disclosure-Policy-2019.pdf

RISK REGISTER REPORTING

Risk assessments form an important part of running Ju-Jitsu activities, minimising the risks of harm to all participants. There are a number of generic risk assessments that have been produced by the NZJJF and these can be found in the NZJJF Risk Management Policy.

Reference:
1] https://nzjjf.org.nz/NZJJF/jujitsu/wp-content/uploads/2025/01/NZJJF-Risk-Management-Policy-

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2020.pdf

New identified Risks should be reported, assessed and added to the risk register, using the hazard reporting form (refer to Appendix 4).

Any large events hosted or attended by your club should have an Risk Assessment and Management System Form (RAMS) completed to help manage risks and health and safety at the scheduled event (refer to Appendix 7).

Reference:
2] NZJJF C4 Expert Level Coaching Course, Safety in Ju Jitsu

INCIDENT INVESTIGATION

All dojo heads should co-ordinate all incident investigations within their jurisdiction.

All investigated incidents should be stored in an incidents register, and ensuring all relevant incidents are appropriately investigated in a timely manner and that the investigation is completed.

Investigation Process should check HOW the incident occurred taking account of all human, equipment, and environmental factors (see Appendix 6). Always ask lots of questions and write it all down. Please be careful that you do not repeat the incident whilst investigating how it happened.

Getting to the Root Cause is about finding out what, of all the events leading up to the incident, was the System that failed. You must dig down asking WHY until you find out which of those systems failed in this instance. Ask yourself, is there a system in place to ensure exposure to harm is prevented, monitored etc. If the answer is no, then there is your system failure – no system to manage this risk. Example: the cleaner left the floor wet (unsafe condition) after mopping the kitchen, and did not put out a sign to warn others (unsafe act), because the cleaner was new (unsafe condition), had not been trained and/or supervised (unsafe act and unsafe condition). Therefore what you have just done is highlight the things that need to have corrective actions assigned. Sometimes one corrective action will solve several unsafe situations.

Ensure all recommendations arising from the investigation are evaluated and all corrective actions are asigned as required. Your corrective actions must be in relation to the problem, realistic e.g. you would not order a Rolls Royce if a Mini will do the job. Your corrective actions must be designed to prevent a recurrence. They must be system related and be under the control of personnel

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When these failures involve hazards, the risk register should be updated to reflect that the hazard has been either identified (if not previously) or reviewed if previously identified to ensure the controls are working.

Once you are satisfied the corrective action that has been assigned to address these failures is complete, then you can sign the investigation off in the Incident Report, any communications with Staff, Students etc. around the incident investigation must be included in the investigation report.

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Appendices

The following resources provide useful further information regarding safety in Ju-Jitsu. It is suggested that they are used and referred to.

ADOPTED SEPTEMBER 2020

REVIEW BY SEPTEMBER 2022

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Appendix One – Notifiable Event

A notifiable event is when any of the following occurs in the dojo to staff, students or spectators:

- a death

- notifiable illness or injury – this includes

    - Amputation
    - Serious head injury
    - Serious eye injury
    - Serious burn
    - Spinal injury
    - Loss of bodily functions
    - Serious lacerations
    - Skin separation
    - Any injury that requires (or would usually require) the person to be admitted to hospital for immediate treatment
    - An injury that requires (or would usually require) the person to receive medical treatment within 48 hours of exposure to a substance
    - Any illness that has made a person unwell as a result of work

- a notifiable incident – If someone has been exposed to a serious and immediate risk because of a work incident.

WorkSafe must be advised as soon as possible of any notifiable event, either by phone 0800 030 040 or using the form on the WorkSafe website

Reference
1] https://worksafe.govt.nz/notify-worksafe/

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Appendix Two – Health Screening Form

CLUB MEMBERSHIP APPLICATION FORM

We are very pleased to welcome your application to join this club. To ensure that we have the correct contact details for you, please complete the information requested on these pages and return this form to the club instructor.
If you are under 18 years of age, please ask your parents or guardian to complete and sign this form before it is returned. We will use this information to ensure that you are kept informed of club and national events, and to register you with our national organisation.

I wish to apply to become a member of my club and the NZJJF my arts governing organisation. If my application is accepted, I agree to abide by the rules and etiquette of the club and the NZJJF Code of Ethics. I also declare that I will be respectful of other members at all times and will participate in the true spirit of my art.

NAME:			
DATE OF BIRTH:		GENDER:	Male / Female
ADDRESS:			
HOME PHONE:		MOBILE:	
E-MAIL:			

INFORMATION PRIVACY AND MEMBER'S PERSONAL INFORMATION

I agree to the collecting and storing of the personal information supplied. I understand the information can be shared and accessed by club, by the national association, and by authorised officials when required for Ju Jitsu purposes only (including for funding / sponsorship applications.)

HEALTH INFORMATION

It is essential that the Club Instructor is informed of any health problems (this will not necessarily prevent participation in Ju Jitsu. Please indicate (circle) whether or not you have suffered in the past or now suffer from a health problem.

EPILEPSY	Yes	No	CONGENITAL HEART DISEASE	Yes	No
ASTHMA	Yes	No	SPINAL PROBLEMS	Yes	No
DIABETES	Yes	No	ANY OTHER BACK TREATMENT	Yes	No
SEVERE HEAD INJURY	Yes	No	PREVIOUS SPINAL INJURY	Yes	No
BLEEDING DISORDER	Yes	No	PREVIOUS SKULL FRACTURE	Yes	No
JOINT INSTABILITY	Yes	No	PREVIOUS BRAIN SURGERY	Yes	No
ANY OTHER CONDITION	Yes	No	ANY MEDICATION REQUIRED	Yes	No

If you have answered YES to any of the above please give full details below ;

OTHER INFORMATION

Have you ever been convicted of a CRIMINAL OFFENCE? YES ☐ NO ☐

If you have answered YES to the above please give full details below ;

EMERGENCY CONTACT DETAILS (Please provide contact details for person(s) who should be contacted in case of an incident / accident)

	#1	#2
Contact Name:		
Contact Number:		

INDEMNITY

I understand that Ju Jitsu is a physically demanding martial art and a full contact sport, and I agree to participate at my own risk. I accept that I am participating on a voluntary basis and I agree to lay no blame on any person or organisation in the event of an accident or injury while undertaking any activities. I understand that in the event of any injury or illness all reasonable steps will be taken to contact my nominated emergency contact person(s), and I agree to allow any injury / illness to be dealt with appropriately.

Signature:		Date:	

Signature of Parent/Legal Guardian if under 18 years of age

FULL NAME of PARENT/LEGAL GUARDIAN:	

NZJJF Club Membership Assessment Form

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Appendix Three –First Aid Injury Reporting Form

Injury details: ***This report reflects an accurate record of the injured person's reported symptoms of injury***

Name of person injured:	**DOB:** / / (Day/Month/Year)
Date when injury occurred: / /	**Date when injury is evident:** / /
Person injured: ☐ Student ☐ Coach ☐ Other:	**Gender:** ☐ M ☐ F
Supervising Instructor: _____ (Name)	**Witness:** _____ (Name)
First aid provided by: _____ (Name)	**Time of first aid:** : hrs

Nature of injury: ☐ New injury ☐ Aggravated injury ☐ Recurrent injury ☐ Other: .....

Did the injury occur during: ☐ Training ☐ Competition ☐ Grading ☐ Other: .....

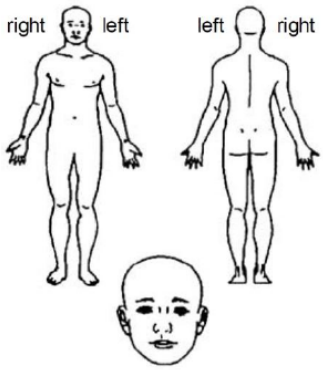
Initial treatment:

☐ No treatment required
☐ CPR ☐ RICER
☐ Crutches ☐ Sling/splint
☐ Dressing ☐ Strapping
☐ Massage ☐ Stretching

Symptoms of injury:

☐ Blisters ☐ Inflammation/swelling ☐ Spinal injury
☐ Bleeding nose ☐ Cramp ☐ Cardiac problem
☐ Bruising/contusion ☐ Suspected fracture/break ☐ Electric shock
☐ Cut ☐ Dislocation ☐ Burn
☐ Graze/abrasion ☐ Concussion/head injury ☐ Insect bite/sting
☐ Sprain ☐ Loss of consciousness ☐ Poisoning
☐ Strain ☐ Respiratory problem ☐ Other:

Body part injured:



How did the injury occur?

☐ Collision with a fixed object
☐ Overbalance
☐ Collision/contact with another person
☐ Overstretch
☐ Fall from height/awkward landing
☐ Slip/trip
☐ Fall/stumble on same level
☐ Other:

Extra detail regarding how the injury occurred:

Was protective equipment worn on the injured body part? ☐ Yes ☐ No

Follow up action: ☐ None ☐ Medical practitioner/physiotherapist ☐ Hospital ☐ Ambulance ☐ Other:

Signature of person completing form:	**Date:** / /

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NZJJF Injury Reporting Form

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Appendix Four – Hazard Reporting Form

Hazard Reporting Form

Any coach, staff members, student or parent who identifies a hazard should complete this form: for example, a new hazard that is not entered into the hazard register, or for an existing hazard that has been entered into the risk register, which has not been correctly managed to eliminate or mitigate risk.

Your name:	Date observed:	Location:	Notification to:

What is the Hazard?				
What is the risk? *(refer to Risk Classification Score over the page)*	LOW	MEDIUM	HIGH	EXTREME
Who is at risk?				
Any immediate action taken: (please describe)				
Comments:				
Signature of person notifying this hazard:		**Date:**		

Health and safety representative report including analysis and action taken:

Corrective Action?	Actioned completed	Action incomplete*	Action Not required
Action required to minimise, mitigate or remove Hazard?			
Comments:			
Signature of health and safety representative:		**Date entered into the Hazard/Risk register::**	

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NZJJF Hazard Reporting Form

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Appendix Five – Incident Report Form

Incident/Accident Reporting Form

Any coach, staff member, student or parent must complete all parts of this form on reporting an incident/accident as soon as possible, sign it and hand to your coach or dojo manager/owner at the time.

Your name:	Date reported:	Location:	Notification to:

What are you reporting? (circle that which applies)

Injury	Illness	Near Miss	Damage	Unreasonable behaviour	Child Protection Issue

Date of Incident:	Time of Incident:	Location of Incident

Name of Persons Involved:	Witnesses

Is this incident being **reported on the day** it occurred?	Yes/No	If No, please explain the delay
If there is an injury has an **injury form** been completed?	Yes/No	If No, explain the reason and address as a corrective action

Details/Description of the Incident

(Please provide as much detail as you can, ensuring you describe what activity was taking place and how it happened – use another sheet of paper if necessary or use a drawing to describe)

What do you suggest is done to prevent a repeat of this incident/situation?

How serious could the consequence be and what is the likelihood of it happening again (please circle)

CONSEQUENCE		LIKELIHOOD	
Extreme	Fatality	Almost Certain	Expected to happen at any time.
High	Permanent disability	Likely	Will probably occur at least once in the next 4-12 Months.
Medium	Lost time injury	Possible	Is expected to occur within the next 1-2 years
Minor	Medical provider involved	Unlikely	Event may occur at some time in the next 2-5 years.
Insignificant	First Aid	Rare	Unlikely to occur – only in exceptional circumstances.

Signature of person reporting the incident:		Date:	

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NZJJF Incident/Accident Reporting Form

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Appendix Six – Incident Investigation Form

Incident/Accident Investigation Form

To be completed by the Manager/Coach involved in the Incident / Accident or of the location of the incident. Please complete all parts of this process within 7 days of the incident and file this investigation form with the associated Incident Report Form
NOTE: the person involved in the incident should not be the one to investigate it.

Name of person completing this Investigation:	Location:	Date:

Brief Description of Incident:	
What Immediate Actions have been taken to stop someone else being harmed in the interim	

INVESTIGATION FINDINGS

(Describe what you found out after interviewing the person involved and any witnesses, timeline of events. You may use another sheet of paper if required)

List Immediate Causes: (What immediate acts, failure to act and/or what condition contributed to this incident?)

List Root Cause(s): (What system has failed, e.g. induction, training, hazard ID, environment, PPE, supervision?)

CORRECTIVE ACTION PLAN

ACTION	TICK	BY WHOM	WHEN

I am happy that all possible actions have been taken to prevent a repeat of this incident/situation at this time.

Signature of person completing investigation		Date:	

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NZJJF Incident/Accident Reporting & Investigation Form

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Appendix Seven – RAMS Form

RISK ANALYSIS AND MANAGEMENT SYSTEM (RAMS)

Name		**Date**	
Activity			
Analysis	**Description**		
RISKS Accident, Injury, other forms of loss			
	People	**Equipment**	**Environment**
DANGERS Hazards, Perils			
RISK MANAGEMENT STRATEGIES – Normal Operation			
RISK MANAGEMENT STRATEGIES – Emergency			
Relevant Industry Standards Applicable			
Policy and Guidelines Recommended			
Skills Required by Coaches			
Final Decision on Implementing Activity	Accept / Reject **Comments:**		
Signature		**Date**	
Name		**Position**	

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NZJJF Risk Analysis and Management Systems Form