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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EXPLANATION ON HOW TO FILL OUT THE INCIDENT REPORT FORM;

1. Name of person completing this form: this could either be the person involved or a person that has been asked to assist them.
2. Site: dojo name and dojo location e.g. MJJA, Masterton.
3. Date reported: todays date
4. What are you reporting?
   - Injury – someone got hurt and sustained an injury either during training or as an accident in the dojo.
   - Illness – e.g. COVID-19, skin infection (staphylococcus) etc.
   - Near Miss – something happened that could have hurt someone or caused some damage but did not.
   - Damage – something happened which has caused damage to the dojo or equipment etc.
   - Unreasonable behaviour - e.g. bullying, harassment, racism, aggressive behaviour either to you or witnessed.
   - Child Protection Issue – anything that would be reportable under the NZJJF Child Protection Policy.
5. Date of incident: the date the accident happened.
6. Time of incident: the time the incident occurred
7. Location of incident: where in the dojo premises.
8. Name of person(s) involved: Your name if you are filing this out yourself, or the person involved if you are filling in the form for them.
9. Witnesses: did anyone else see what happened, they can be useful to assist in the investigation.
10. Is this incident being reported on the day it occurred? The answer to this question may uncover some gaps in communication or process. If the incident is being reported late, there may be a corrective action to put in place that ensures all incidents are reported in a timely manner.
11. Has an NZJJF First Aid/Injury Form been completed? The answer to this question may uncover some gaps in the First Aid/Injury reporting process. If the injury form is being completed late, there may be a corrective action to put in place that ensures all First Aid/Injury events are reported in a timely manner.
12. Details: here is where you explain what happened, who it was happening to and how they are now. Here's an example – "Sharon was climbing onto a chair to reach a box of supplies in the dojo storeroom and fell as she stepped down. She has a sprained ankle and has been taken to her GP".
13. What do you suggest is done to prevent a repeat of this incident/situation? Using the example above: "The store room has been cleaned up and a small step ladder will be purchased to ensure people do not using chairs to climb to access supplies".

14 How serious could the consequences be and likelihood, help analyse the risk in comparison to any recorded risk on the risk register

15. Signatures: as it says

16 Date: as it says

If you have any questions about this process either contact your H&S representative or the NZJJF Secretary.

For further information on incident reporting please review the NZJJF Incident Reporting Policy.

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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Who should investigate?

Only people with appropriate skills and experience should investigate incidents. If there was a notifiable event, or the potential for it, and if there is a likelihood of recurrence, a group approach can be used.

What to do:	Reference Document.:
Gather all the Facts: 1. What happened? Interview witnesses and describe events in detail, using any photos, diagrams or other exhibits that may be appropriate. 2. Has the Incident/Accident Reporting Form been filled in?	1. NZJJF Incident Reporting Policy 2020 2. NZJJF Incident Reporting Form
Identify all the Hazards Involved – Consider: 1. Equipment, materials etc. 2. Work practices and procedures 3. The dojo environment 4. Health Issues	3. NZJJF Risk Management Policy
Review the Risk Register to Assess the Hazard Controls in Place: 1. What controls were in place and why didn't they work? 2. What is needed?	4. NZJJF Risk Management Policy – Generic Risk Register
Decide on Future Action: 1. Describe fully what needs to be done to prevent a repeat 2. Who should do what and by when?	
Inform all those Affected: Inform everyone who needs to know – not only those directly involved. This is likely to involve circulating the report or a summary of its findings.	5. Any H&S Meeting Agenda / Minutes.

Follow Up:

There must be checks to ensure that recommended changes have been made and results achieved. This relies on measures being in place to ensure people are accountable for their actions, or lack of actions.