

Jumbunna Community Preschool and Early Intervention Centre

Jumbunna

<i>Incident Investigation template</i>			
Name of person conducting the incident investigation:			
Incident number:			
Date incident occurred:		Date report made:	
Did the incident cause harm to: [please tick the relevant item/s]			
Person/s	Assets	Environment	Organisation's reputation
Describe what occurred:			
Name/s of person/s involved in the incident and how they were involved and the nature of any injuries:			
Describe the nature, date and time of any first aid treatment, if applied:			
Witnesses: Name: Contact details:			
Witness statement: [Please attach a separate statement if required]			

<p>Potential causes:</p> <ul style="list-style-type: none">• Not following procedure/no procedure in place• System failure• Environmental factors [please provide detail]• Staff/client behaviour• Defective equipment• Inappropriate conduct• Failure to use Personal protection Equipment (PPE)/no PPE available• Hazards present• Other (explain):

Corrective action (tick actions taken to prevent reoccurrence)
<p>Corrective action:</p> <ul style="list-style-type: none"><input type="checkbox"/> Improved work procedures<input type="checkbox"/> Improved communication about work procedures<input type="checkbox"/> Staff training<input type="checkbox"/> Removal of hazards/harm minimisation related to hazard/s<input type="checkbox"/> Equipment repair/replacement<input type="checkbox"/> System modification/improvement<input type="checkbox"/> Improved inspection procedures<input type="checkbox"/> Other (please detail):

Describe all actions taken:
Investigated by: Name: Position: Signature: Date:

Initial incident report attached

Yes No

Monitoring and Review

Monitoring and review of corrective action will be undertaken by
on

Incident management register

Entered on register by

Date