



**ACCIDENT/INCIDENT INVESTIGATION (To be completed by House Manager)**

<b>PREVENTION</b>			
<i>What Remedial Action has or will be taken (if necessary): or N/A</i>	<b>BY WHOM:</b>	<b>BY WHEN:</b>	<b>DATE COMPLETED:</b>

<b>WORKSAFE NOTIFICATION</b>			
<i>Assess whether the accident or incident is a notifiable event:</i>	<b>BY WHOM:</b>	<b>BY WHEN:</b>	<b>DATE COMPLETED:</b>
<p><i>Under the Health and Safety At Work Act 2015 certain work related events must be notified to WorkSafe NZ. A notifiable event is when any of the following occurs as a result of work: a death, a notifiable illness or injury, a notifiable incident. Use the WorkSafe Notifiable Event tool to check which events are notifiable, what you need to do and when and how to notify WorkSafe NZ.</i></p> <p><a href="http://www.business.govt.nz/worksafe/notifications-forms/notifiable-events">http://www.business.govt.nz/worksafe/notifications-forms/notifiable-events</a></p>			

<b>ACTION REVIEW</b>	
<b>House Manager Comments:</b>	
<b>Name:</b>	
<b>Signature:</b>	<b>Date:</b>