**Tool 4 Injury and Incident Process Flowchart**

Fatalities, injury, incident or illness

Ensure injured persons are treated.

Notify emergency services if appropriate

Complete incident, or illness form

Any harm?

**NO** (injury, illness

or fatality)

# YES

Notifiable incident? (No, end process)

# YES

Notifiable event?

# NO

**YES**

Preserve incident site

Record in incident register

Notify WorkSafe online Investigate incident

**If there has been a fatality, then WorkSafe should be contacted on 0800 030 040**

WorkSafe will advise of next steps, which could involve investigating the event and may require the scene to continue to be preserved

Take corrective actions

Inform workers

Organisation investigates incident.

WorkSafe provides findings of investigation

Organisation implements WorkSafe recommendations

**Note:** If there is injury or illness consider who might need to be contacted

e.g. parent/caregiver or next of kin

Inform workers