

Reporting early

Early report. Early fix.

The risk

When discomfort, pain or dangerous situations aren't reported early, they don't get fixed. This increases the risk of injury.

How delayed reporting leads to injury

- Small aches can build into longer-term injuries.
- Hazards don't get fixed, which means an injury can happen to you or someone else.
- Support, equipment or plan changes happen too late.

How to prevent injury: reporting early

What to report:

- Injury: like a back strain while lifting.
- Near miss: like an accident that almost happened.
- Hazards: like poor lighting or clutter.
- Equipment fault: like a hoist that sticks.
- Changes in the people we support: like increased loss of mobility.
- Changes in your own capability: like losing strength after an injury.

Injury, hazards, equipment faults and behaviour shifts should be reported immediately. Near misses should be reported the same day.

When reporting, your leader is your first point of call. Other people could include your clinical lead, health and safety rep or wellbeing champion.

If it still isn't safe...

If the issue isn't addressed, follow up with your leader straight away. If you don't hear back from your leader, keep asking until you do. **Don't stop until the risk is addressed.**

You'll be supported by your leader to rethink the approach or delay until the right help is available.

Reflection

Think of a time you pushed on instead of reporting early.

What might have changed if the issue or near miss had been raised the same day?

What makes it easier for me to report early? What gets in my way when it comes to reporting?



Reporting early

Early report. Early fix.

Resources

Move Well: Skills for kaimahi
elearning

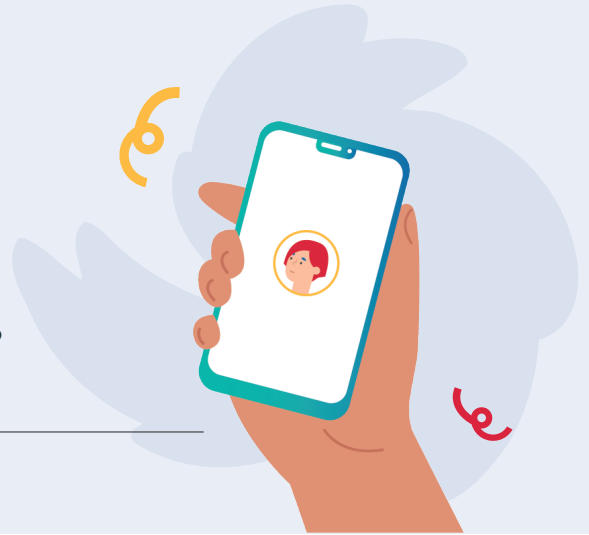
- Reporting
- Conversations that matter
- Communicating my safety

Helplines

Emergency: 111

Healthline (NZ): 0800 611 116

**Employee Assistance
Programme (EAP):** _____



Where I can report if I need to?

(eg, incident and near miss reporting system, coordinator, leader)

.....

.....

.....

.....

Who should I contact for help or escalation?

This could be your leader, health and safety rep, facilities contact, or a colleague.

Name:

Role:

Contact:

Name:

Role:

Contact: