I, *(insert name of Chief Executive)*, appoint the following persons to a safety check team:

Insert name, title, background, employing organisation (safety check leader)

Insert name, title, background, employing organisation (safety check team member)

Insert name, title, background, employing organisation (safety check team member)

Insert name, title, background, employing organisation (safety check team member)

Insert name, title, background, employing organisation (safety check team member)

To provide advice to the Chief Executive to understand the events, to guide the response to the incident and subsequent corporate review, and to prepare a safety check report regarding:

(*insert the incident number*)

[insert summary of incident (include date)]

A NSW Health safety check is not subject to privilege.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(signed)*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(name of Chief Executive)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(date)*

**Important information for safety check teams**

1. Mandatory NSW Health safety check report template

The safety check team is to utilise the NSW Health safety check report template accessible via the Clinical Excellence Commission website.

1. Restrictions on disclosure of information

The safety check team is required to maintain confidentiality in relation to their work. Advice provided by the safety check team is preliminary in nature and the incident subject to a subsequent corporate review.

1. Concerns or complaints about an individual not to be investigated

The safety check team does not have any authority to investigate concerns or complaints about an individual worker.