

Data Quality 8-Step Checklist

1

Make sure you have correctly defined the type of incident that occurred e.g. Person related, property related etc. (Dangerous occurrences are risks that could have affected multiple people)

2

Ensure you are selecting the most detailed location possible in the location hierarchy e.g. building or room in a building.

3

If the incident occurred offsite you should still select the location the incident would be attached to in the hierarchy. You can specify the offsite location in 'specific location detail'.

4

The 'brief summary of the incident' should be concise and factual. Do not include any unique identifiers e.g. names, address etc.

5

Ensure you correctly categorised the type of hazard the incident related to e.g. slip trip fall is a physical hazard, acid splash is chemical etc. Check the help button if unsure!

6

Ensure you have made the best attempt to complete the problem/cause associated with the hazard e.g. slip trip fall the problem was spillage or obstruction. Avoid unknown or other.

7

Watch out for conflicting statements e.g. selecting there was 'no injury' but that the person 'required first aid' or 'medical treatment'.

8

If you edited something make sure it hasn't conflicted with any other previous selection e.g. you amended the name but not the gender.