**Incident Report**

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| **SECTION A: DETAILS OF PERSON INVOLVED IN INCIDENT or PERSON REPORTING HAZARD** |
| 🞎 Person involved in incident or 🞎 Person reporting hazard/damageSurname: ……………………………………………………........... Given Name: …………………………………………………………….........🞎 Staff 🞎 Student 🞎 Contractor 🞎 Volunteer 🞎 Visitor |
| **SECTION B: INCIDENT DETAILS or NATURE OF HAZARD or DAMAGE**  |
| **Date of incident/hazard/damage: .…. / .…. / ..… Time: ……………. am/pm****Date when first noticed or diagnosed: ….. / ….. / …..****Location of incident: ……………………………………………………………………………………………………………………………………...................**🞎 On site 🞎 Off site 🞎 Travelling 🞎 OtherBrief description of incident, hazard, fire or damage (what happened?)……………………………………………………………………………………………………………………………………………………………………………………………..……………………………………………………………………………………………………………………………………………………………………………………………..……………………………………………………………………………………………………………………………………………………………………………………………..…………………………………………………………………………………………………………………………………………………………………………………………….. |
| **SECTION C: INJURY/ILLNESS DETAILS This section to be completed only if an injury has occurred** |
| Describe injuries/illness including part(s) and side(s) of body affected: …………………………………………………………......................……………………………………………………………………………………………………………………………………………………………………………………………..……………………………………………………………………………………………………………………………………………………………………………………………..🞎 New injury or 🞎 Aggravated pre-existing injury Name of witness or first person on scene: ………………………………………………….. Telephone: ………………………….…..Treatment details:🞎 None 🞎 First aid 🞎 Own doctor 🞎 Hospital: in-patient 🞎 Hospital: Casualty |
| **Signature of injured person: ……………………………………………………………………………………. Date: ….. / ….. / …..****Signature of person completing form: ………………………………………………………………………. Date: ….. / ….. / …..****If not injured person: Name: ……………………………………………………..…………….** |
| ***- Please now give this form to your supervisor -*** |
| **SECTION D: INVESTIGATION AND CORRECTIVE/PREVENTATIVE ACTION Use separate sheet(s) if insufficient space** |
| INCIDENT/ACCIDENT: 🞎 Notifiable 🞎 Other 🞎 Environmental 🞎 Hazard/Near MissInvestigation results (why did it occur?)……………………………………………………………………………………………………………………………………………………………………………………………..……………………………………………………………………………………………………………………………………………………………………………………………..……………………………………………………………………………………………………………………………………………………………………………………………..Corrective/Preventative action recommended/taken:……………………………………………………………………………………………………………………………………………………………………………………………..……………………………………………………………………………………………………………………………………………………………………………………………..……………………………………………………………………………………………………………………………………………………………………………………………..**Attached:** 🞎 Correspondence 🞎 Risk assessment 🞎 Other …………………………………….. |
| **SECTION E: NOTIFICATION OF INCIDENT** |
| Who has been notified of this incident?Name: …………………………………………………………………………. Position: ………………………………………………………………………………….. |
| Manager:Name: ……………………………………………………………………………………………… | Signature: ………………………………………………….... |
| School Principal: | Signature: ………………………………………………….... |