**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/damage  Surname: ……………………………………………………........... 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 🞎 Other  Brief 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 Miss  Investigation 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: ………………………………………………….... |