



Incident / Hazard Report Form

Once complete, please email to registrar@ntanglican.org.au

Date:	
Parish / Group:	
Reported by:	
Location:	

Section A: Incident Information

Details of injured person:

First name:		Surname:	
Gender:		Date of Birth:	
Contact Details:			
Circle as appropriate:			
Paid Worker Full Time	Paid Worker PT / Casual	Clergy	Volunteer
		Contractor	General Public
			Other

Incident Classification

Circle type of incident:			
No Injury	First Aid Only	Medical Treatment	"Near Miss"
** Serious injury / illness	** Dangerous Incident	** Fatality	Property Damage
** Report these incident types urgently to 0412 306 424, or registrar@ntanglican.org.au			

Incident details:

Date of Incident:		Time of Incident:	
Location:			
Name of Person Reported To:			
Description of Incident or Property Damage:			
Name of Witness:			
Witness Contact Number:			

Cause of injury:

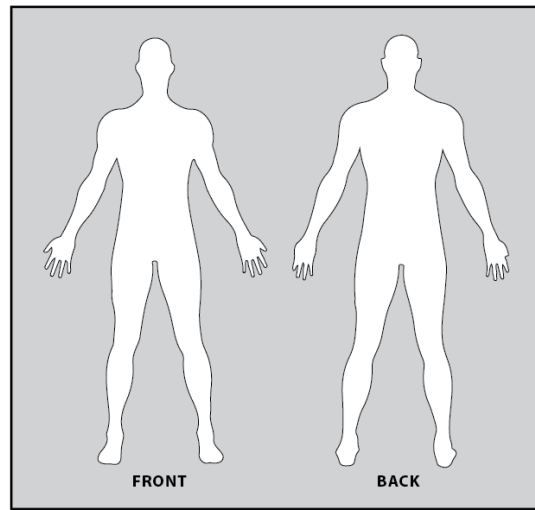
Circle the cause of injury or write in 'Other / Comments' below:

Slip / Trip	Fall from height	Tools / Equipment	Chemical Substance	Assault / Verbal abuse	Animal / Insect	Structural Damage
Lifting / Carrying	Repetitive postures / actions	Motor Vehicle	Electricity	Inadequate Security	Bending / Twisting	Equipment Failure

Other / Comments:

Location of injury on body:

Circle body part:



Circle type of injury:

Fracture / Dislocation	Electric Shock	Hearing
Allergic Reaction	Psychological	Foreign Body (eye)
Contusion / Bruising	Burn / Scold	Bite / Sting
Concussion	Laceration	Infectious Disease
Sprain / Strain		

Other:

Section B: Management Assessment (to be completed by Church Leader)

Provide details of subsequent events:

Is there a hazard identified? Provide details:

Circle one from each of the following questions:

Has a corrective measure been identified and carried out?

Yes

No

Unsure

Is further investigation of the incident and/or hazard required?

Yes

No

Unsure

Will a Workers Compensation or insurance claim be lodged?

Yes

No

Unsure

Name of Church Leader:		Position:	
Signature:		Date:	
Email:		Phone:	

Please forward information to the Registrar by email: registrar@ntanglican.org.au. Any further comments can be supplied as an attachment.