

Please Note this is a template supplied by PAA for use by our members in relation to notifications of any incidents within their own workplace. Please edit logos and identifying information to your own business entity as appropriate.

INCIDENT REPORT

It is imperative that all accidents and incidents are immediately reported to _____ and that the following documentation is completed and forwarded within 24 hours. Please retain a copy for your records.

Staff Name: _____

Date of Incident: _____

Nature of Incident: Injury: Property Damage: Theft: Assault:
 Abuse: Other:

Name of injured person: _____
Telephone: _____
Occupation: _____

Address: _____
Date of birth: _____
Date of birth: _____

Witness name: _____
Telephone: _____
Occupation: _____

Address: _____
Date of birth: _____
Date of birth: _____

Other Witness name: _____
Telephone: _____
Occupation: _____

Address: _____
Date of birth: _____
Date of birth: _____

Organisation (if applicable): _____

Supervisor name (if applicable): _____

To whom was the accident reported: _____

Details

Time: _____

Venue/location: _____

Weather: _____

Description of incident: (provide as much detail as possible – what, how, who, when?): _____



Action taken: _____

Probable causes and what can organisation do to prevent this occurring again: _____

Other Agencies Involved

Police: Ambulance: Fire Brigade: Trauma Counseling:
(Please attach copy of any police report or any other relevant documentation)

Further action required/pending: _____

Would you like to debrief this incident with your line manager? _____

Signature:	
Date:	26 October 2020



TO BE COMPLETED IF FIRST AID WAS ADMINISTERED

First Aid provided by:	
Please give details of assistance provided:	
Relevant Medical History (if known) of patient:	Asthma Cardiac Problems Diabetes Hypertension Migraines Epilepsy Stroke Allergies
Other-please specify:	
Medication/s:	
Referred to:	Supervisor Ambulance Doctor
Other-please specify:	

Name of person who received the report	
Phone:	
Staff Signature:	
Date:	26 October 2020

