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Incident report template worksafe nsw

WORKSAFE NSW INCIDENT REPORT

Report No. _____

Report Date: _____

Report Time: _____

Report Location: _____

Reported by: _____

Investigator: _____

Witnesses: _____

Incident Description: _____

Investigation Findings: _____

Recommendations: _____

Signature: _____

Date: _____

Incident Report

Name: _____

Occupation: _____

Section/Dept: _____

Date of report: / /

Date: _____

Time: _____

Date reported: / /

Location: _____

Witness: _____

Reported to whom: _____

Full accident/incident details – what happened, or in the case of a near miss, what could have happened: _____

Injury – Nature of injury

Contusion/bruise Burn Dislocation

Laceration/open wound Superficial injury Foreign body

Concussion Spinal strain Fracture

Location of injury

Head/face Eye Internal organs

Hand/fingers Shoulders/arms Trunk (other than back)

Wrist Feet/toes Back

Other (state): _____

Results of accident

Lost time injury Y/N _____ No. of days _____ days Worked compensation Y/N _____

Treatment received: First aid Doctor Hospital

Damage to equipment/buildings/vehicles etc. _____

What was damaged? _____

Extent of damage: _____

Contributing factors

What were the contributing factors (if any)? _____

Corrective actions

Immediate actions _____

What controls can be put in place to prevent this from happening again? _____

Recommendations for action

Who is to implement these controls/corrective actions? _____

Date by which action is to be taken: / /

Signatures

Officer: _____ H&S Rep: _____ Manager: _____

Director: _____ Investigating officer: _____

Actions completed: _____ Date: / / _____ Manager: _____

Use this template to record your investigation findings and outline your recommendations. The extent of detail will be dependent on the severity of the incident. On completion save this template electronically and upload it as a File Attachment to the MyHR Workplace Health and Safety on-line reporting system.

MyHR WH&S INCIDENT ID

Investigation Team Leader

Signature / Digital signature

Role (e.g. Deputy Principal, Project Officer, Teacher, etc)

Summary of Investigation Findings

The summary should outline the event, who was involved, what happened, the scope of the investigation, the analysis and outcomes and any recommendations to prevent or minimise the recurrence of the incident

Sample form for your own use (not for reporting to WorkSafe)

Accident/Incident report form Record No. _____

Personal details

Name: _____

Occupation: _____

Section/Dept: _____ Date of report: / /

Accident/incident details

Date: _____ Time: _____ Date reported: / /

Location: _____ Witness: _____

Reported to whom: _____

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Director: _____ Investigating officer: _____

Actions completed: _____ Date: / / _____ Manager: _____

Hazard Report Form

Department/ Section		Hazard Location:		Date:	
Reported By:		Reported To			
[Redacted]					
[Redacted]					
List any hazard or potential risk to personnel, environment, equipment or property					
Hazard Identification	[Redacted]		[Redacted]		
	[Redacted]		[Redacted]		
	[Redacted]		[Redacted]		
	[Redacted]		[Redacted]		
What is the potential risk of the Hazard?					
Risk Assessment	Risk Assessment Steps: 1) CONSEQUENCES: How severely could the Hazard injure or cause illness [Redacted]		Risk Assessment Matrix (to determine Risk Priority)		
	Step 2) LIKELIHOOD How likely is the consequence going to happen? [Redacted]		Step 1) CONSEQUENCE/S How severely could someone be injured? [Redacted]		
	[Redacted]		1	2	3
	[Redacted]		3	3	4

We can give you the necessary details so you can call the insurer itself. The injured person's name, the address of the worker, the legal person's name, the of the worker at the time of the injury, the employment of the worker at the time of the injury, the industry in which the worker was engaged at the time of the injury, the time and date of the injury, the nature of the injury and the cause of the injury. If you are a worker and your employer has not notified their insurer of your workplace injury, or will not give you the workers' compensation policy number, call us on 13 10 50. You have 48 hours after learning that a worker has received an accident in the workplace to notify your insurer. Even if you are unsure whether the workers' compensation will be required, it is necessary to notify your insurer. All hazardous work serious, whether or not an injury occurs. You must register all accidents in an injury log and investigate why the accident happened. Document the investigation, outcome, all work changes or risk controls implemented accordingly, and how you communicated these changes to your workers. These incidents may involve an employee, contractor or member of the public. A notifiable incident is: the death of a seriously injured person or unlawful hazardous accident. You must notify SafeWork NSW immediately you become aware of the incident subject to notification. In addition to providing first aid when requested, it is necessary to protect the site and be careful not to disturb anything until an inspector assists in a record investigation of the accident in the accident register registers must be kept for 5 years from the date of notification to the insurer within 48 hours. Ensure that the isaisiaug isaisiaug rep itapucuoery eteis es evitaciffingis inoiznas etacilpna onognev acilfita o otteggos etnedicni nu id enoizalanges atacnam id osac ni WSN AkroWefaS id acifiton allied ilibasnopser enosrep ella etnemavitsepmet otalangeS oroval led azzerucis e etulas id itmedicni ilg ehc odom ni otta ni essem etats onos Less than or significant, call us for advice on 13 10 50. If there is a serious accident - what we call a "accident" - call us immediately 13 10 50. It must be a register of Lesions held for workers to record wounded or diseases at work. The injury register can be kept in writing or being electronic (as on a computer). Continue to a log that all workers can access them to raise any problem Safety they have. Find out the higher all the job is unsafe is serious if an injury occurs or not. A guide to understanding the health of work and the safety of the security responsibilities of this guide to understand health responsibilities And security of all. A notifiable accident is when: a person densa c people experience a serious injury or a fundamental accident dangerously dangerous. Decisive emergency sanctions apply NTE. If you do not notify us of notifying us of a "accident" - call us immediately 13 10 50. What we need to know when you call us to report an accident, we will ask: an overview of what happened, including the date, time and position information about anyone wounded, including the date of birth, the details of Contact and their relationship with you (worker, site visitors, volunteering, contractor, member of the public) Information on the wound, including the treatment received and the details of the hospital, if they were taken to the hospital of details, including company information and Contact detailed action to make the safety of the Safefurter site Action undertaken or actions that will be taken, to avoid the accident again. We have a standard model that you can use for your injury or you can buy one isaisiaug isaisiaug eraroligim a Aretuia eredecca onosop irotaroval i ittu ehc ortsiger nu a eraimnoC .retupmoc nu us emoci ocinorttele eresse o ottirosi rep otunet eresse Aup inoisei elled ortsiger ll .oroval id ogou led eitatalam o itref erartsiger rep irotaroval i rep otunetnam eresse eved inoisei elled ortsiger nu .ociffu led arellecnac id erotnrof out problems they have. When an accident has occurred in the workplace, it is necessary to provide first aid and make sure the worker receives the right assistance Register the accident in the injury register help the worker recover at the workplace by offering him suitable employment, keeping in touch with the worker and planning a health care programme. return to work with the worker, his doctor and his insurer. Employers or undertakings, or any person falling within the definition of "person running an undertaking or an undertaking" (a PCBU), have legal obligations under occupational health and safety laws. Skip to content According to occupational health and safety legislation, certain "notifiable accidents" must be immediately reported to SafeWork NSW. You will be redirected to another website. These include: judicial measures for improvement, bans and sanctions on businesses, regular on-the-spot inspections. We can use a number of measures to ensure the health and safety of your workers. If you are an employer, a sole proprietor or an employer of a voluntary association, you must keep an accident register to record accidents at work or illness suffered by workers or visitors, regardless of whether a claim has been made to your insurer. It can also help to develop new safe work procedures. There are penalties for failure to keep an accident register. Learn more Back to top

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