



Incident Report Form

An incident can be defined as

- any injury to a person, or
- damage to plant or property, or
- a “near-miss” where there was potential for injury or damage.

What is an Incident Report Form used for?

It is important to develop a strong culture of incident reporting, no matter how minor, as all reported incidents should be used as valuable lessons in how to prevent a recurrence.

An investigation should concentrate on identifying what actions or events led to the incident, and to identify strategies to ensure that the incident is addressed and controlled. Outcomes of investigations will strengthen the safety systems and methods of work within Vic Beach.

Management must ensure that the incident:

- has been discussed with all parties involved
- has been controlled to a level acceptable by all parties involved
- has not created any new issues
- can be considered as controlled and able to be signed off as closed

Location: _____ Date of incident: ___/___/___ Time ____am/pm

1. What was the Incident/near miss?

2. Where there any injuries? (Note: Any injuries require a First Aid Incident Report Form)



3. Was there any damage to property?

4. What caused the incident?

5. What actions will be taken to eliminate future repeats of the incident?

6. Management comments

Signed off by management when corrective actions have been adopted and monitored.

Management signature_____

Date of sign off_____