**Incident/Hazard Reporting & Investigation Form**

Please print off form and refer to “Incident/Hazard Reporting and Investigation Policy and Procedure” and forward to the Human Resources Manager within 24 hours of incident occurrence.

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| **Use this form to record and investigate:** |
| **Incident:** | An accident, dangerous occurrence, or near miss. |
| **Accident** | An incident that results in personal injury (physical or psychological). |
| **Dangerous Occurrence** | An incident that results in damage to equipment/machinery, property or facilities; or one that involves dangerous substances; and places a person's health and safety at risk. |
| **Near Miss:** | An incident/event which had the potential to cause personal injury or damage to equipment/machinery, property or facilities. |
| **Hazard** | A condition or situation which has the potential to cause injury. |
| **Medical Treatment:** | Treatment by a registered medical practitioner. |

Checklist:

Familiarise with “Incident/Hazard Reporting and Investigation Policy and Procedure”

OH&S Representative advised

Section A completed by employee/contractor (supervisor may assist)

Section B completed by Supervisor

Section C completed by Supervisor

Section D – name, signature, date & distribution action to be taken

Section E – Human Resources Manager

**Useful information**

When considering the description of the incident (Section B of this form) the following contributing factors should be considered:

|  |  |
| --- | --- |
| Worker behaviour / Experience | Machinery/Equipment/Substances |
| Training/Instruction/supervision | Worksite design/layout/condition |
| Work practices/procedures | Temperature/weather/lighting/noise-level/housekeeping/Personal protective equipment |

**Risk control:**

Minimising the risk of the incident reoccurrence is important. Consideration should be given to the following (see Section C) to determine actions to be taken to eliminate or minimise the risks/contributing factors. The following are “hierarchy of controls”:

|  |  |  |  |
| --- | --- | --- | --- |
| Risk Controls | Priority | Who | When |
| *Elimination* of the hazard is the most desirable control measure. For example, removal of equipment that has damaged or exposed wires. | LowMediumHigh |  |  |
| *Substitution* with less hazardous equipment, substances or work practices. For example, the provision of lifting equipment and trolleys to assist in manual handling tasks. | LowMediumHigh |  |  |
| *Engineering controls* are measures which may be taken to minimise the dangers of using equipment which cannot be replaced or removed. For example, the risk of cutting fingers can be reduced by the provision of a guard. | LowMediumHigh |  |  |
| *Administrative controls* involve the drafting of work practices and procedures to control hazards that cannot be controlled through elimination, substitution or engineering. Administrative controls can also be considered to compliment other control measures.  | LowMediumHigh |  |  |
| *Personal protective equipment* may be necessary in some cases but should be the last option following consideration of the above control measures. For example wearing hearing protection.  | LowMediumHigh |  |  |