

NOTIFICATION OF ACCIDENT/INCIDENT REPORT



Whenever an employee, contractor/student or visitor to the University has an incident that results in injury, property loss, environment damage, fire or a near miss, a Notification of Accident and Incident Report must be completed.

PART A: TO BE COMPLETED BY PERSON INVOLVED

Who	NAME:	DATE OF INCIDENT:	TIME: am/pm:	CONTACT No.:
	DATE OF BIRTH:	POSITION: (tick) Employee <input type="checkbox"/> Student <input type="checkbox"/> Contractor <input type="checkbox"/> Visitor <input type="checkbox"/>		
Where	SITE:		FACULTY / DIVISION:	
	SCHOOL / SECTION:		SUPERVISOR NAME:	
	BUILDING / LOCATION:		ROOM No:	
What	DESCRIBE INCIDENT:		DESCRIBE PROPERTY DAMAGE:	
	
	
	
	
WITNESS NAME:		CONTACT No.:		
TREATMENT PROVIDED (please tick)		INJURY DETAILS:		
<input type="checkbox"/> None <input type="checkbox"/> Ambulance Called <input type="checkbox"/> First Aid <input type="checkbox"/> Hospital – Outpatient <input type="checkbox"/> Doctor <input type="checkbox"/> Hospital – Inpatient If ticked any of the above notify OH&S Unit immediately		Bodily location:Right/Left Nature of injury: Lost Time Injury: Yes / No		
SIGNATURE:		DATE:		

PART B: TO BE COMPLETED BY EMPLOYEE SAFETY REPRESENTATIVE (ESR)

Fix	SUGGESTED CONTROLS:		
		
		
		
RISK RATING (refer to NOSH)		HAZARD REPORT RAISED: Yes <input type="checkbox"/> No <input type="checkbox"/> No.:	
		JOB REQUEST RAISED: Yes <input type="checkbox"/> No <input type="checkbox"/> No.:	
NAME:		DATE: CONTACT No.:	

FORWARD ORIGINAL TO RESPONSIBLE OFFICER COPY TO ESR FILE

PART C: TO BE COMPLETED BY RESPONSIBLE OFFICER (DEAN/HEAD OF DIVISION OR HEAD OF SCHOOL/SECTION)

ACTION TO BE TAKEN (eg "completion of Accident/Incident Investigation Report")	BY WHOM	BY WHEN
.....
.....
.....
JOB REQUEST APPROVED Yes <input type="checkbox"/> No <input type="checkbox"/>		ORIGINATOR NOTIFIED (please tick) <input type="checkbox"/>
NAME:	SIGNATURE:	DATE:

ORIGINAL TO OH&S, PRIVATE BAG 102, HOBART 7001

ACCIDENT/INCIDENT INVESTIGATION REPORT ATTACHED? Y / N (please circle)

COPY TO ESR

OH&S COMMENTS:
