

This form is to be completed for any Hazard or Incident that may have occurred at a Council workplace within **24 hours**.

The person in charge should consider the actual or potential risk of the Hazard / Incident and where any imminent danger exists undertake a risk assessment and refer to Resolution of WHS Issues Procedure or Regulation.

The Front-Line Supervisor is responsible to make sure:

- the report is completed in full
- an investigation is completed with preventive actions identified
- all recommended actions are completed
- the Person reporting a hazard is to be provided feedback related to actions taken

Hazard / Incident Details

Type:	
Risk Assessment:	
Name:	
Title:	
Division:	
List other involved parties:	
Date:	
Time:	
Site / Location:	
Supervisor name:	
Date Hazard / Incident reported:	
Factual description of the Hazard / Incident: <i>Describe the hazard / incident in reasonable detail, include pictures, statements, and any related additional information.</i>	
Risk Assessment: Refer Risk Matrix	

Name and contact details of any witnesses if applicable	
Describe any injury or harm to health outcomes that may have occurred and list what medical intervention may have occurred.	

Investigation Findings

Environment / Plant / Equipment / Systems / Procedures / Training / Supervision / People

Root cause/s:	
Other contributing factors:	

Preventive Actions

Hierarchy of Controls/Elimination/Substitution/Isolation/Engineering/Administration

Action	Who	By when

Hazard / Incident Report Process

- Worker Reports Hazard / Incident.
- Supervisor leads investigation and acts to ensure the workplace is safe.
- Form sent to Manager for checking signoff and saving to TRIM.

- Form sent to HR for consolidation on Hazard / Incident register.
- HR affirms TRIM record, consolidates report to WHS Committee meeting for discussion.
- Hazard or Incidents may also be discussed at staff meetings or similar forums.

Review and Acceptance

Supervisor name:	
Supervisor signature:	
Date:	

Risk Matrix						
Consequence		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood		1	2	3	4	5
Almost Certain	5	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

Internal Use Only:

Date Received to HR:

File Number: