

INCIDENT DETAILS – STAFF/STUDENT TO COMPLETE

Incidents and hazards are not limited to, but could include:

- minor event or incident
- minor hazard
- minor property damage
- minor near misses

If the incident is more severe, contact Operations Manager ***immediately***.

Your name:

Student ID:

Date of Incident or Hazard

Time

Details of Incident or Hazard

Signature of person reporting the incident or hazard

Date

Details of action taken

Follow up action planned

Office use only - Incident & Hazard Report authorised by

Name of Manager *(please print)*

Signature of Manager

Incident Register
updated

Yes No

Date