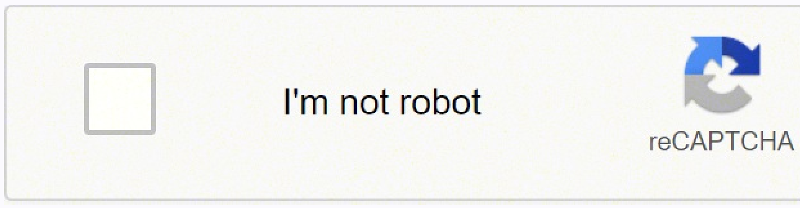

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Workcover incident report form qld

Incident / Accident Report

OFFICE USE ONLY			Class of accident / incident			Witnessed or reported		

Client:	Project:
Site Address:	

Has the client been notified? Yes [ ] No [ ]

Time of accident/incident:	Date of accident/incident: ___/___/___
Accident / incident witnessed by (if applicable):	
Name of injured person/s and age (optional):	
Location of accident / incident (be specific):	
Nature of injury / illness / incident:	
Occupation of the injured person/s (if applicable): PCBU:	
Referred / transferred to:	
Damage to equipment / property: Yes [ ] No [ ]	
Description of accident / incident (Attach additional pages if required) (Describe in detail, including names of witnesses, photos etc.)	
Recommended preventive action:	
Have the relevant authorities (WorkCover, EPA, Police) been notified? Yes [ ] No [ ]	

Completed by:	Position:	Date: ___/___/___

1 of 1

INFORMATION ABOUT PERSON INVOLVED IN THE INCIDENT			
Full Name			
Home Address			
☐ Student	☐ Employee	☐ Visitor	☐ Vendor
Phone Numbers	Home	Cell	Work

INFORMATION ABOUT THE INCIDENT		
Date of Incident	Time	Police Notified ☐ Yes ☐ No
Location of Incident		
Description of incident (what happened, how it happened, factors leading to the event, etc.) Be as specific as possible (attached additional sheets if necessary)		
Were there any witnesses to the incident? ☐ Yes ☐ No If yes, attach separate sheet with names, addresses, and phone numbers		
Was the individual injured? If so, describe the injury (laceration, sprain, etc.), the part of body injured, and any other information known about the resulting injury(ies)		
Was medical treatment provided? ☐ Yes ☐ No ☐ Refused If yes, where was treatment provided: ☐ on site ☐ Urgent Care ☐ Emergency Room ☐ Other		

REPORTER INFORMATION
Individual Submitting Report (print name)
Signature
Date Report Completed

FOR OFFICE USE ONLY

ACCIDENT/INCIDENT REPORT FORM **Record No:______**

Personal details

Name:

Occupation:

Section/Dept: Date of report: / /

Accident/incident details

Date: Time: Date reported: / /

Location: Witness:

Reported to whom:

Full accident/incident details – what happened, or in the case of a near miss, what could have happened

Injury – Nature of Injury

☐ Contusion/crush	☐ Burn	☐ Dislocation	☐ Amputation
☐ Laceration/open wound	☐ Superficial injury	☐ Foreign body	☐ Internal injury
☐ Concussion	☐ Sprain/strain	☐ Fracture	☐ Dermatitis

Location of Injury

☐ Head/face	☐ Eye	☐ Internal organs
☐ Hand/fingers	☐ Shoulder/arms	☐ Trunk (other than back)
☐ Hip/leg	☐ Foot/toes	☐ Back
☐ Other (state)		

Results of accident

Lost time injury Y / N No. of days: _____ days Workers' compensation Y / N

Treatment received: ☐ First aid ☐ Doctor ☐ Hospital

Damage to equipment/buildings/vehicles etc.

What was damaged?

Extent of damage:

Contributing factors

What were the contributing factors (if any)?

Corrective actions

Immediate actions

What controls can be put in place to prevent this from happening again?

Incident Report Template

Business Name:

Address:

Your Name:

Occupation:

Signature of person completing this form:

Date:

Incident

Date and time of incident:

Location:

Description of incident:

Witnesses (must include contact details):

Reporting of the incident

Incident Reported to:	Date:
How did you report the incident? (This form, in person, email, phone)	

Motor Vehicle Accident Report form

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There are different laws, processes and forms that are related to the notification of incidents to WHSQ and that. The details of your notification will be sent a WHSQ guard inspector that will contact you within a period of time that takes into account the severity of the incident. If you do notification by telephone, no notification is required by written. A person who directs a business or company (PCBU) must be notified immediately after having aware that a notifiable incident derived from business or business has occurred.Details of incident notification notification must be done by the method Possible quickly. During the work schedule â € 8 am At 5 pm, Monday through Friday (except holidays) Â "You can notify WHSQ for 1 of the following options: Out of business hours: Call the WHS INFOLINE line at 1300 362 128 to connect to the Message Service outside the Schedule of WHSQ. Last Review: 1 Aug 2018 last Update: August 8, 2018 If someone gets sick or seriously injured in one of their projects, you may be asked to report Workplace Health and Safety Queensland (WHSQ) .TYPOS of incident, you must report any incident that arises from the conduction of your business, which results in death, serious injury or serious illnesses of a person, or imply a dangerous incident. See definitions of serious injury, serious illness and hazardous incidents In Workplace Health and Safety Queensland. When reporting an incident, notify WHSQ immediately after taking awareness of an incident. How to report an incident, notify WHSQ of an incident by: Can I continue working after that An incident occurs? This information is also used to develop programs that identify solutions to safety problems in the workplace in all A WHSQ is also any compensation claim for workers made to Workcover Queensland or companies ... WHSQ investigates the cause of the incident and similar how similar in the future. If the matter is urgent, you can call the QBCC at 139 333. You must refrain from disturbing the site of an incident (including any plants, substances or structures associated with the incident) before an inspector arrives.You are only allowed to disturb the site of an incident:To assist an injured personTo remove a deceased personIf is essential to making the site safeIf associated with a police investigation³ If an inspector allows you.For more information³ on the notification³Incident work, visit place Health and Safety Queensland.Notifying the QBCC of safety and security issues related to the workIf you hold a QBCC license that controls a work or works on a work, you must notify the QBCC ifÃ a Ã¢ Â occurs during the course of the work.Â What is a notifiable safety issue?Â You must notify the QBCC if:A serious death or lesiÃ ¢ or illness occurs; An incident occurs that exposes a person to a risk of serious injury or disease (e.³., a partial collapse of a building or a rollover of a plant, regardless of whether a person is injured);If you know that someone has failed to comply with a notice or requirement given by Workplace Health and Safety Queensland (WHSQ) or the Office of Safety and Security (ESO).³ is the process of notifying the QBCC must be notified as quickly as possible by telephone or in writing (which may be by single ³ or other electronic ³). Find the ³ events for the health and safety community at work. Visit worksafe.qld.gov.au or call 1300 362 128 WorkCover Queensland and other workers' compensation insurers provide financial compensation ³ injured people in the course of their employment.WHSQ is the occupational health and safety regulator in Queensland. Policy of You must have an appropriate workers compensation policy ³ your business. Uses reported incident information ³ for to Incidents of work and contraventions of the Health and Safety Law Works of 2011. You can notify QBCC quickly and easily using your notification form. You must provide the following information: Once the event event event event. The site under the control of the license holder? What was wounded or who broke the order of WH & S is it? If there was a lesion, it was called medical assistance. Can you think hospitalized? Do you know why the event occurred? Do you still need to notify WHSQ or that? Yes, it should still notify WHSQ or that separately if a safety incident occurs. WHSQ will provide the person by notifying the company or the realization with details of the received information. The notifiable incident maintenance records. The person who performs a company or company must maintain a record of each notifiable incident for at least 5 years from the date notified to WHSQ.Workcover the Queensland notification of an incidental injury claim to the Queensland operation or its insurer Workers' compensation is not the same as notifying WHSQ from an incident. Owretcover Queensland and other workers' compensation insurers have a different role to play WHSQ after an incident at the workplace. incident.

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