# Incident and Hazard Report – Physical and Psychosocial

Date of incident: / / Time: : (am/pm)

Name of person reporting incident/hazard:

Date reported: / /

Witnesses

## INJURED PARTY

Name of person injured (if applicable)

Activity in which the person was engaged at time of accident, near-miss or injury

Nature of injury – includes physical and psychosocial

Part of body injured (N/A if psychosocial)

## TYPE OF INCIDENT OR HAZARD

[ ]  Physical injury

[ ]  First aid

[ ]  Medical treatment

[ ]  Psychological injury

[ ]  Near-miss

[ ]  Notifiable incident

[ ]  Hazard

[ ]  Property damage

**Hazard:** a situation or thing that has the potential to harm a person, the environment or property

**Incident:** an unplanned event resulting in, or having the potential for injury, ill health, damage or other loss.

**Injury:** any physical or psychological damage caused by exposure to a hazard

**Near-miss:** an incident that could have resulted in personal injury and / or damage to property

**Notifiable incident:** an employer must notify SafeWork SA of [fatalities](https://www.safework.sa.gov.au/notify/workplace-incident#Fatalities), serious injuries/illnesses (where the person is admitted to hospital) or dangerous incidents that occur at work as a result of conducting the business

## INCIDENT DETAILS

Location of the incident or hazard

Description of incident or hazard

What factors contributed to the incident or hazard?

1.

2.

3.

4.

5.

6.

## CORRECTIVE ACTIONS

|  |  |  |
| --- | --- | --- |
| What needs to happen? | By when? | Person responsible? |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

## SIGN-OFF

 / /

Name of person reporting Signature Date

 / /

Supervisor’s name Signature Date

 / /

Manager’s name Signature Date