

Incident Report Form

Use this form to document an incident that occurs whilst you are facilitating, training and assessing. Make changes to your personal information currently held on file. An incident can be anything from a small cut to a major fall, physical injury, violence, theft and intrusion, fire or electrical breakdown or a heated discussion between or with a student or industry personnel. Recording the details promptly will ensure that you have all facts and the necessary follow-up is undertaken.

When you have completed this form send it to Community Education Australia (CEA) via post, email or fax.

Personal Details	
Name and role of person completing this form	
Signature of person completing this form	Date:

Incident	
Date and time of Incident	
Names of persons involved	
Where did the incident occur?	
What was the time of the incident?	
How did the incident occur, including any contributing factors?	
Names and contact details of any witnesses	

Injury Details			
Details of any injuries sustained as a result of the incident			
Was First Aid applied		Details of actions taken	
Name of any attending health personnel			
What other action was taken?			

Administration Use Only	
Follow up action required	
Signed	
Date	