

INCIDENT REPORT - NEAR HIT

INCIDENT SUMMARY

Originator: _____

Incident Name: _____

Date Occurred: _____ Job Number: _____

Site: _____

Shift Start: _____ Time Occurred: _____

REPORTED BY

Surname: _____

First Name: _____

Supervisor: _____

Potential Severity:	Low	Medium	High	Catastrophic
Low	— potential first aid, loss less than \$5,000, lost time less than 3 hours, temporary impact on environment			
Medium	— potential medical treatment, loss between \$5,000 - \$50,000, lost time less than 2 days, impact on environment less than 7 days			
High	— potential serious injury, admission to hospital, lost time between 2-7 days, loss between \$50,000 - \$10,000, impact on the environment severe but repairable			
Catastrophic	— potential fatalities and loss of limbs, lost time 7+ days, loss over \$100,000, irreparable damage to the environment			

Mechanism of Incident:	Contact with electricity	Manual Handling	Exposure to Biological Hazards
	Exposure to cold	Other	Exposure to Mental Stress
	Exposure to heat	Other Muscular Stress	Entrapment
	Exposure to noise	Repetitive movement	Vehicle Accident
	Exposure to pressure	Strike Against	
	Fall at same level	Struck by/against	
	Fall from height	Exposure to vibration	
	Chemical Exposure	Exposure to Radiation	

Agency of Incident:	Machinery/fixed plant	Non-powered equipment/tools	Unspecified
	Mobile Plant	Hazardous substances	Other
	Road transport	Other materials/substances	Underground Environment
	Other transport	Outdoor environment	Human Agencies
	Powered equipment/tools	Internal vessel condition	Biological Agencies
	Hydrojet equipment	PPE	

Location: _____

Management Notified: Yes No

Details: _____

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Procedure Followed:

WITNESSES:

Witness 1

Witness 2

Witness 3

Witness 4

Authorities Notified:

Police

Fire

Ambulance

EPA/DECC

Workcover

Date Notified:

 Time Notified:

 Who Notified:

Advice Received:

Client Notified:

Yes

No

Who:

CORRECTIVE ACTION

Classification:

Training

Documentation

Supervision

Malfunction

Environment

Process

Training

Documentation

Supervision

Malfunction

Environment

Process

— Inadequate training or awareness of responsibility

— Inadequate documentation

— Inadequate supervision / QA

— Equipment malfunction

— Unsuitable work environment

— Process / System failure

 Solution:

 Employee:

 Due Date: