

# HUGHES BAPTIST CHURCH

a dynamic Christ-centred community sharing Jesus' life-changing power

## INCIDENT / HAZARD REPORT

Updated 05/03/2019

Date: \_\_\_\_\_ REPORT NUMBER: \_\_\_\_\_ (Number to generated by Administration)

<b>1 REPORTED BY</b>	Surname		Given name	
Email			Telephone	
Address				
<b>2 HAZARD DETAILS [COMPLETE THIS SECTION ONLY IF <u>NO INJURY OR PROPERTY DAMAGE</u> HAS OCCURRED]</b>				
Describe the hazard that exists				
Describe any action taken				
Any suggestions to remove hazard?				

<b>3 INCIDENT DETAILS [COMPLETE THIS SECTION ONLY IF AN INCIDENT CAUSES <u>INJURY OR PROPERTY DAMAGE</u>]</b>					
Name of injured person/owner of damaged property					
Address			Telephone		
<b>INCIDENT DETAILS</b>					
Date		Time		Location	
Describe how the incident occurred (List sequence of events preceding incident)					
Details of injury or property damage sustained					
Details of subsequent events (e.g. treatment given, name of doctor, name of hospital)					

<b>4 DECLARATION</b> - I hereby declare the information provided above is true and correct	
Signed	Date

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## 5. INVESTIGATION - [COMPLETE UNDER THE DIRECTION OF RESPONSIBLE OFFICER/WH&S COORDINATOR]

**Details of investigation** (Attach sheet if necessary with additional details)

**What corrective action was identified?**

**Who is responsible for completing the corrective action?**

**Target completion /or review date**

**Date corrective action completed**

**Signed** - Responsible Officer

**Signed** - WH&S Coordinator

**Definitions:** ***Incident:** Any event that gives rise to personal injury or damage to property or has the potential to cause personal injury or property damage.*

***Hazard:** Any physical condition that exists on the property that has the potential, if left unchanged, to cause personal injury or damage to property*