

KURRI KURRI BAPTIST CHURCH

Incident/Hazard Report Form

Document 47	
Replace existing document?	No
Version:	1.0
Model Document Credit:	Baptist Insurance Services (BIS) "Risk Information – Churches Incident Reporting" (BIS040 Churches_Incident_Reporting.docx) sample Incident Reporting Form. Accessed through BIS Members Portal on 6/7/2025 https://www.baptistinsurance.com.au/wp-content/uploads/2021/10/BIS040-Churches_Incident_Reporting.pdf
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Note: Throughout this document, "Church" refers to Kurri Kurri Baptist Church, the local Church which adopted this document.

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INCIDENT/HAZARD REPORT FORM

Details of Person(s) involved in incident

Name

Address

Telephone No

Date of Birth

Gender

Student/Teacher/Contractor/Staff Member/Private Camper/

(fill in blank if other)

Incident Report documented by

Date Reported

Details of Incident

Time of Incident

Date of Incident

Location of incident

Area/Activity the incident occurred

Description of incident (include drawings /photographs

Which body parts were affected by the incident? Provide details.

Witness Statements

Name/Address/Telephone no. of witness - Statement

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

Other factors pertinent to the incident?

Weather conditions at the time of the incident?

Equipment checked and found suitable? Has broken or damaged equipment been retained?

Has Personal Protection Equipment been checked? Was it suitable?

What instruction and training was given in relation to the activity?

INCIDENT/HAZARD REPORT FORM

What was the Root cause of the incident?

What corrective action was instigated, both immediately and ongoing in relation to the incident?

Was First Aid given and by whom was it given? Provide details and refer to First Aid Report

Was medical attention sought as a result of the incident? (Please provide details, if known)

Was there any damage to equipment and/or buildings/property due to the incident? If yes, have Maintenance/Safety representatives been informed to ensure the site is made safe and repairs carried out, if applicable?

Has the issue been escalated (where required)?

Is the incident a "Serious Event" notifiable to SafeWork?

If so, notified by Phone/Facsimile/Email? Date?

Guidelines in relation to use of this form

Site specific comments

Other details