

SCAN ME



SAFETY. MATTERS. EVERYWHERE.

INCIDENT REPORT FORM

Meeting Safety Standards across Oceania Pacific.

FREE

Your guide to safer, smarter workplaces.

A WHS Compliance Pack is your guide to:

- Identifying and managing workplace hazards
- Meeting legal health and safety obligations
- Developing clear safety procedures
- Training and protecting your team
- Reducing risks and liability

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Preparation Services

www.ardpcompliance.com

Incident Report Form – Adapted ARDP Compliance 2025 (AU/NZ)

Why complete this form?

Recording incidents is not about blame—it's about learning. Keeping track of what happens helps identify gaps in processes, procedures or systems.

How to use this form:

When something happens—large or small—fill in the details. Use plain words, stick to facts, and tick the boxes where applicable.

Tick the box where applicable:

- ☐ Injury
- ☐ Illness
- ☐ Slip / Trip / Fall
- ☐ Vehicle-related Incident
- ☐ Theft
- ☐ Loss of Property Fire
- ☐ Explosion
- ☐ Electrical Crowd
- ☐ Public Disturbance
- ☐ Environmental Hazard (e.g. water, coastal, storm)
- ☐ Hazardous Substance Exposure
- ☐ Emergency Services Attendance
- ☐ Other (specify)

Incident Details

Date: _____ Time: _____

Location: _____ (include site, area, or coastal zone)

Was area inspected after incident? ☐ Yes ☐ No

Findings: _____

Police notified? ☐ Yes ☐ No (Details of station/officer: _____)

First Aid provided? ☐ Yes ☐ No (Treatment: _____)

Ambulance requested? ☐ Yes ☐ No (Details: _____)

Hospital/clinic attended? ☐ Yes ☐ No (Details: _____)

Incident Description

Provide a detailed account of how the incident occurred, including: • Specific location and conditions (e.g., weather, coastal hazards, workplace environment). • Cause or contributing factors. • Witness names and contact details. • Actions taken immediately. • Emergency services involvement.

Person Completing Report

Name: _____

Position/Role: _____

Contact Number: _____

Signature: _____ Date: _____

Residential Address (optional if visitor): _____

Bilingual Availability

This form is available in bilingual formats (English + local community language) through the ARDP Compliance website. Contact: www.ardpcompliance.com