

Critical Incident/Hazard Reporting Form

- This form is to be used for all accidents, incidents and situations having potential for injury, damage or harm to the environment.
- This reporting form must be completed within 24 hours of an incident and forwarded to Designated Head (Student Services).
- Additional pages/documents can be attached if necessary.

SECTION 1: BACKGROUND

Date of Incident:		
Time of Incident:		
Place of Incident:		
Affected Person:		
Witness	Name	:
	Contact No.	:
	Email	:
Emergency contact person	Name	:
	Contact No.	:
	Email	:
Type of Incident	Type of Hazard	
☐ Disaster – e.g. natural, (fire/flood) physical, gas leak, burst water main) ☐ Drugs ☐ Sex offence ☐ Serious medical / injury / health emergency ☐ Intruders - ex students, /stalker, breaker ☐ Police – action taken or likely by Police – attendance, notified by phone, advice sought. ☐ Weapons – describe weapons and method of use (or carried) ☐ Actual physical violence ☐ Threat of physical violence ☐ Other (please specify) _____	☐ Electrical energy ☐ Wiring/cables ☐ Wet floor ☐ Leakages ☐ Plumbing problems ☐ Toilet blockages ☐ Wet ceiling ☐ Skirting ☐ Others (please specify) ☐ _____	



SECTION 2: Critical Incident/Hazard Summary (short statement of event)

Completed by:

Date:

Signature:

