

DCR INCIDENT REPORT

OFFICE USE ONLY

Type of Incident

- ☐ Report Only
 ☐ Security/Procedure Breach
 ☐ Property/Plant Vehicle Damage
☐ First Aid Injury (FAI)
 ☐ Medical Treated Injury (MTI)
 ☐ Lost Time Injury (LTI)
 ☐ Notifiable Incident

DCR Office:

Client:

Site:

1. Details of Person Injured/Involved

Name: _____ D.O.B: _____ Gender: ☐ Male ☐ Female
 Position: _____ Position Experience: _____ yrs/mths Ph No: _____
 Supervisor: _____

2. Incident Details

Date of Incident: _____ Time of Incident: _____ am/pm Date Reported: _____
 Reported To: _____ Position: _____

Exact Location of Incident: _____

Treatment By: ☐ No Treatment ☐ First Aid Officer ☐ Doctor ☐ Ambulance ☐ Hospital

3. Incident Results

Nature of Incident:

(e.g. damage, breach, strain, burn)

Location of Injury/Damage:

(e.g. rear of vehicle, lower back, eye)

4.

4. Description of Incident (if insufficient room attach details)

What task was being completed at the time of the incident?

What happened unexpectedly to cause the injury/ Incident?

1. Contributing Causes/Factors:**2. Corrective Actions** *(detail all corrective actions either proposed or taken)*

Details of Actions	HOC No. (Refer to HOC page 3)	By Whom	Date to be Completed

3. Evaluation of Work Practices

- Is a new or updated SWMS required? ☐ Yes ☐ No
- Does the Site WHSMP need revising? ☐ Yes ☐ No
- Do the Site Safety Rules need updating? ☐ Yes ☐ No
- Has the incident introduced a new hazard? ☐ Yes ☐ No
- Has a tool box talk been carried out? ☐ Yes ☐ No If No, why not? _____

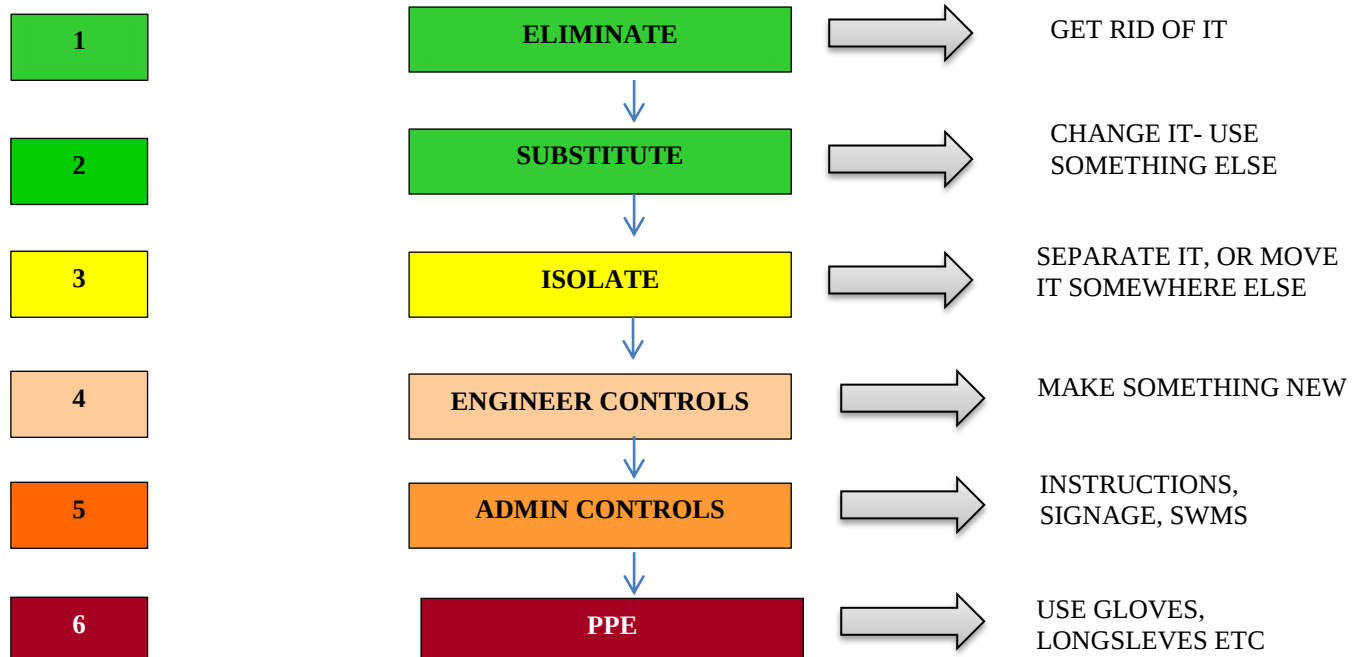
4. Comments:

Name: _____ Signature: _____ Date: _____

5. Account Managers Comments:

Name: _____ Signature: _____ Date: _____

Hierarchy of controls (H.O.C)



INCIDENT DEFINITIONS	
Report Only	Is an incident that resulted in no injury, ill-health or minimal (<\$1,000) damage to property, plant, equipment, vehicle, or the environment. For reporting purposes only.
Security Breach	Is an incident which involves unauthorised individual gaining access to the premises and theft of property.
Procedure Breach	Is an incident which involved a person disobeying the policies, procedures or site rules.
Property/Plant/Vehicle Damage	Is an incident that resulted in major (>\$1,000) damage to property, plant, equipment, or vehicle that will require repair or replacement at a cost to DCR.
Near Hit Event (LPO)	Is any incident that had the potential to cause injury to a person or damage to property or the environment.
First Aid Injury (FAI)	A First Aid Injury includes any hands on treatment given by a First Aid Officer (e.g. Band-Aid, washing, cleansing, and pain relief), and any one time treatment and follow-up visit, even when administered or supervised by a qualified medical practitioner. This includes (but not limited to): • Observation. • Application of ointments, antiseptics or bandages during the first visit to medical practitioner. • Treatment of minor scratches, cuts, splinters and first degree burn/s. • Removal of foreign bodies not embedded in the eye (if only irrigation is required). • Removal of foreign bodies from a wound (if procedure is uncomplicated e.g. by tweezers or simple technique). • Administration of non-prescription medications and single dose of prescription medication on the first visit to a qualified medical practitioner for any minor injury or discomfort. • Sprains and Strains – Once off treatment of hot or cold therapy, whirlpool, diathermy or any other similar treatments. • Negative x-ray.
Medical Treated Injury (MTI)	A Medical Treated Injury is any work related injury or illness requiring more than minor first aid treatment, and any initial treatment given for more serious injuries treated by a qualified medical practitioner. This does not result in time lost from work of one complete day/shift or more. This includes (but not limited to): • Application of sutures (stitches). • Treatment of Infections. • Surgical debridement. • Treatment of second or third degree burn/s. • Removal of foreign bodies from wound (if procedure is complicated because of depth of embedment, size or location). • Use of prescription medications (except a single dose administered on first visit for minor injury or discomfort) • Sprains and Strains – Series (more than one) of treatments of hot or cold therapy, whirlpool, diathermy or any other similar treatments. • Referral to/treatment by a psychiatrist, physiotherapist, chiropractor, dentist or similar resulting in an injury in the work environment. • Loss of consciousness due to any injury or exposure in the work environment. • Positive x-ray diagnosis (fractures, dislocation, broken bones etc). • Admission to a hospital or equivalent for treatment or observation.
Lost Time Injury (LTI)	A Lost Time Injury is any workplace incident that resulted in a fatality, permanent disability, an injury or illness resulting in time lost from work of one complete day/shift or more.
Notifiable Incident	Is a serious incident that results in a death of a person, a serious injury or illness, or a dangerous incident (e.g. fire to petrol station). These types of serious incidents are required to be reported to a statutory authority.

INTERNAL NOTIFICATION TABLE					
Incident Type	Report to the Georgia Wyatt within:	Confirmatory Notification Via Email	Issue Detailed Incident Investigation Report within:	Incident Report Distributed to:	
Fatality	Immediately	- DCR Head Office - Area Account Manager - Georgia Wyatt (before the end of shift)	24 hours	- DCR Head Office - Area Account Manager - Georgia Wyatt	
Notifiable Incident					
Near Miss	Immediately	- DCR Head Office - Area Account Manager - Georgia Wyatt		24 hours	- DCR Head Office - Area Account Manager - Georgia Wyatt
Lost Time Injury (LTI)	Immediately	(within 12 hours)			
Medical Treated Injury (MTI)	Immediately	- DCR Head Office - Area Account Manager - Georgia Wyatt (within 12 hours)	48 hours	- DCR Head Office - Area Account Manager - Georgia Wyatt	
First Aid Injury (FAI)	12 hours		5 days/ or by end of month (whichever is closest)	- DCR Head Office - Area Account Manager - Georgia Wyatt	
Property/Plant/Vehicle Damage	12 hours				
Security / Procedure Breach	12 hours				
Near Miss					
Report Only					