FV-46a | Incident Report Form

APPROVED BY THE COMMITTEE
Reviewed November 2026

Scope

Restricted record for staff/volunteer/participant incidents and near misses.

Urgent instructions

Protect people, obtain first aid and call 000 where necessary. Notify the activity leader/EO immediately for serious incidents and assess external notification without waiting for this form. Child safety disclosures use the Child Safe Reporting Policy immediately; keep any detailed child account in a separate restricted safeguarding record and cross-reference it here only where appropriate.

Reporter and event

Report date/time; reporter name, role and safe contact

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_____

Incident date/time; activity, regional group and exact site/access

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_____

Incident type: injury, illness, near miss, equipment, environmental or other

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_____

People affected (minimum necessary identifying details)

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_____

What happened? Facts, sequence and exact observations

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_____

Witnesses and secure contact record location

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_____

Response and notifications

Immediate risks and controls; activity stopped/time

First aid provided, by whom and time; emergency services and handover

WorkSafe notifiability assessment, assessor and reasons

WorkSafe phone notification/date/reference; written notice due and sent

Site preservation and lawful changes made for rescue/safety

Other required notifications: Police/DFFH/SSR/insurer/funder/partner

Evidence preserved and secure location; access restrictions

Support offered and appropriate family/carer contact

Review and action

Actual and potential severity; contributing factors

Investigator/decision maker and conflict check

Actions, owner and due dates

Controls verified before restart; authorising person and time

Follow-up with affected people; claim/support information

Review date, closure approval and outstanding actions

Record retention and legal hold instructions

References and review

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Occupational Health and Safety Act 2004 (Vic): incident notification
https://www.worksafe.vic.gov.au/notifiable-incidents-under-occupational-health-and-safety-act-2004

Victorian Child Safe Standards; Child Wellbeing and Safety Act 2005 (Vic)
https://www.vic.gov.au/child-safe-standards

Privacy Act 1988 (Cth): coverage and exemptions
https://www.oaic.gov.au/privacy/privacy-legislation/the-privacy-act/rights-and-responsibilities