APPENDIX 4.4 INCIDENT REGISTER

TIME	DATE	LOCATION	DESCRIPTION	WITNESSES	ATTENTION REQUIRED	POSSIBLE CAUSE	ACTION ARISING	REPORTER

Instructions for use:

1. Time – indicate time (am/pm)
2. Date – e.g. 12/12/04
3. Location – e.g. room in building. If external to office, refer to exact location such as rear entrance, pavement outside office, car park, etc.
4. Description – Provide details of event, adding further notes as an attachment if required
5. Witnesses – Identify witnesses including contact details if not a staff member
6. Attention required – e.g. first aid (indicate extent), hospitalisation, visit to doctor, etc.
7. Possible cause – indicate any apparent cause such as failure of equipment, trip, spill, etc.
8. Actions arising – indicate if investigation has been made of incident or to be undertaken or if no further action required, police called, etc.
9. Reporter – indicate staff member reporting incident or accident (preferably person involved and/or witness)