

ACCIDENT / INCIDENT REPORT



A local representative to complete this form as soon as possible after an accident or incident and email it to safety@iam.org.nz, thank you

An incident is any unplanned event resulting in, or having a potential for injury, ill health, damage or other loss, and may also be termed a "near-miss", "close call" or "dangerous occurrence". An accident is where harm or loss has actually occurred.

Did the accident/incident result in serious harm?

If yes, **preserve the scene** and notify the emergency services on 111. Also notify the Safety Officer **without delay**

Section 1. Reporting

Which regional group is involved?

Region

Who is reporting the accident/incident?

Name

Contact Details

Phone:

Email:

Where and when did it happen?

Location

Date

GPS/ what3word

Time

What was the role of the person involved?

☐ Guest

☐ Associate

☐ Full Member

☐ Observer

☐ Examiner

Description of accident/incident

(If not enough room, please attach separate sheet or sheets. Attach witness statements, diagrams and photos.)

Who else witnessed the accident/incident?

Name

Name

Contact

Contact

Signature of reporting person:

Date:

Ensure the Regional Group Leader has been informed

Was anybody harmed?

☐ **Yes.** If it is serious, inform the Safety Officer without delay. Proceed to section 2.

☐ **No.** Proceed to section 3.

Section 2. Harm (if applicable)

Injured person

Name:	Ph:	Email:
NOK/Partner	Ph:	Email:
Residential Address:		

Treatment of injury:

☐ Nil ☐ First-aid ☐ Doctor/Emergency Dept. (not admitted) ☐ Hospitalised (admitted)

Where were they treated?

Location		Doctor (if known)	
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Section 3. Investigation

To be carried out by a local representative.

Were the Police notified? ☐ Yes ☐ No (Required if a serious accident)

Analysis of what happened.

What were the root causes of the accident/incident? Consider the following factors: People, Vehicle, Environment, Procedures, Organisation.

What can be done to prevent it happening again?

What needs to be done now?

Who should do it?

By when?

Incident/near miss investigated by

Date

Sighted by Safety Officer

Date

Comment?