

Appendix 3: Incident Report Template

If an incident happens please complete as much of the incident report as you are able and send a copy to the WHS Officer (Peter Watson: Peter.watson@illawarrachurchofchrist.com.au) and the Church Secretary (John Piper: john@piperpiper.com.au)

Date & Time of Incident:		Location:	
Person(s) Involved	Name	Contact Details	Involvement e.g. Injured, witness
Describe the incident and summarise the consequences.			
Describe the actions taken in response to the incident:			
• To care for people involved • To secure the safety of the site			

Identify any actions that are required to reduce the risk / hazards. (This may be completed at a later date once a risk assessment has been completed.)

What Action	When	By Whom	Result

Risk Assessment

Using the Risk Matrix below identify the risk before remedial actions are taken and the expected risk after the actions listed above are taken,

Current Risk Level:		Expected Future Risk Level:	
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Add any other comments or information that you think would be helpful.

Risk Matrix

Likelihood	Consequences		
	Minor	Moderate	Major
Likely	4	7	8
Possible	3	5	9
Unlikely	1	2	6

Risk Treatment Key

Score 7-9: Intolerable Risk. Immediate action to be taken.
Do not continue until resolved.

Score 4-6: Tolerable Risk. Action to be taken to reduce the risk as far as practicable.

Score 1-3: Acceptable Risk: Monitor and further reduce where practicable.