

# CAV Incident Report Form

|   |                           |
|---|---------------------------|
| <b>Incident Date:</b>   | <b>Incident Time:</b>     |
| <b>The incident resulted in:</b>  |                           |
| <input type="checkbox"/> Injury to an individual <input type="checkbox"/> Damage to property/environment <input type="checkbox"/> A near miss |                           |
| <b>Names of person(s) involved on the incident:</b> <i>(First Name, Last Name, Involvement)</i>   |                           |
| <b>Description of Incident:</b> <i>(What happened and where. Attach additional sheets if required.)</i>                                       |                           |
| <b>Nature of Injury (if any) and to whom:</b>   |                           |
| <b>Was first Aid or medical treatment required?</b> <i>(If yes, what was done)</i>  |                           |
| <b>Witnesses:</b> <i>(First Name/Last Name. Include contact details if possible)</i>  |                           |
| <b>Contact Details of person completing this form</b>   |                           |
| <i>First Name, Last Name</i>  |                           |
| <i>Contact Number</i>   | <i>Signature and Date</i> |

## Reporting of Incident to CAV (official use)

|   |                                    |              |
|---|------------------------------------|--------------|
| <b>Report Received By:</b>  | <b>Date:</b>                       | <b>Time:</b> |
| <b>Follow Up Action:</b> <i>(Actions undertaken – who, what, when, where and how)</i>   |                                    |              |
| Does the <u>severity</u> of this incident require notification to Worksafe Victoria?     YES     NO<br><i>If YES, area must be made safe and left undisturbed. <a href="#">Report</a> must be made within 48 hrs.</i> |                                    |              |
| <i>Incident handled by EXCO Rep: First Name, Last Name</i>  | <i>EXCO Rep Signature and Date</i> |              |

**NB:** A copy of this report is to be provided to: Person filling in form, EXCO Secretary