



U3A PINE RIVERS INC.

ABN 68 518 990 950
Inc. No. IA 13638



University of the Third Age

"Learning for Leisure and Pleasure for Seniors"

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INCIDENT REPORT FORM – v2.0

This form is to be completed if an injury has been sustained or there was nearly an injury. The person reporting an incident should, if possible, rectify the hazard immediately. Complete this form and return it to: U3A Kallangur Centre, 1480 Anzac Ave, Kallangur or PO Box 507, Kallangur Qld 4503 or admin@u3apinerivers.org.au

Name & Contact Details of Person Reporting Incident	Date:
Name & Contact Details of Injured Person (if applicable)	Date & Time of Incident:
STEP 1: Briefly describe what happened, where the incident occurred and if any medical treatment was given.	
STEP 2: What part of the body was injured e.g. left hand?	
STEP 3: What was the nature of the injury e.g. cut, fracture, stroke?	
STEP 4: Were there any witnesses: If yes, obtain name and contact details if possible.	
STEP 5: If a hazard caused the incident, has the hazard been rectified? If yes, what action was taken?	
Personal information may be given to other persons or agencies as appropriate or if required by law.	