



## Incident Report

If an accident occurs that might have caused injury, or an actual injury occurs, there are several important steps to undertake:

1. Provide first aid and call for medical assistance as required.
2. Inform your supervisor of the injury.
3. Inform the family and/or emergency contact of the injured person.
4. Complete and submit this form (it will go to Wildcare's Volunteer Services Manager).

In the event of a **notifiable incident**, the supervisor should notify WorkSafe Tasmania as soon as practicable by phoning **1300 366 322**. This is a 24/7 phone number.

Notifiable incidents include (1) Death (2) Serious injury or illness (3) Dangerous incident (that may or may not have caused injury) and (4) when someone contracts certain infections or occupational zoonoses.

If a **notifiable incident**, in addition to completing this form, the online form at [this](#) link must be completed and lodged with Worksafe Tasmania within 48 hours.

Do not disturb or clean up a site associated with a **notifiable incident** unless:

- to assist an injured person
- to remove a deceased person
- it is essential to make the site safe or to reduce the risk of a further notifiable
- it is associated with a police investigation (who will make directions)
- an inspector or the regulator gives permission.

### PART A: Injured Persons Details

**Name:**

**Address:**

**Phone:**

**Email:**

**PART B: Details of Incident**

**WILDCARE Branch/Project/Activity:**

**Incident Location:**

**Date of Incident:**

**Time of  
Incident:**

**Description of Injuries:**

**What happened after the incident?** (Was the injury treated on the scene / transported to hospital?)

**Describe the sequence of events that led up to the incident:**

**What measures could be put in place to avoid the incident reoccurring?**

**PART C: Details of Person making notification**

**Name:**

**Address:**

**Phone:**

**Signature:**

**Date:**