

File Note: Incident Reporting

This file note should be completed by managers as soon as possible after they become aware of an incident.

Your name

Your position

Incident details

What was the duration? Single day Period of time involved (specify)

Functional group/s involved

Team/s involved

Location/s of incident

How would you categorise the incident Performance related Training related Policy related Safety related

Behavioural related Interpersonal Other _____

Is the incident a complaint from an employee? Yes No

Is the incident your observation? Yes No

Description of the incident

Further information attached (tick if applicable)

People involved in incident

Person 1

Full name

Title

Employee ID

Functional group/team

Nature of involvement

Further information attached (tick if applicable)

Person 2

Full name

Title

Employee ID

Functional group/team

Nature of involvement

Further information attached (tick if applicable)

Number of unidentified people involved (specify)

Relevant policy/legislation (specify)

Do you know of any related incidents? (specify)

Actions taken to date in team (specify)

Reporting of incident outside team

Has reporting already occurred?

Yes No

Is further action required in the team?

Yes No

Related files attached?

Yes No

Reason for delay in completing file note (if applicable)

Any other comments?

Further information attached (tick if applicable)

Signature / date

/ /

Note: Further action taken in relation to an incident should be recorded in accordance with ordinary record-keeping requirements. If the responsible manager is not completing the form themselves, the form should be forwarded to the manager without a signature for recommended action before signing occurs.