



Incident Reporting & Investigation Form

Loss Severity Potential: (category) People <input type="checkbox"/> Equipment <input type="checkbox"/>	Insignificant <input type="checkbox"/> Minor <input type="checkbox"/> Major <input type="checkbox"/> Catastrophic <input type="checkbox"/>
Probability of Recurrence:	Remote <input type="checkbox"/> Occasional <input type="checkbox"/> Frequent <input type="checkbox"/>

1. Details of Incident

Location of incident: _____

Date of incident: _____ Time of incident: _____

Report by: _____ Date: _____

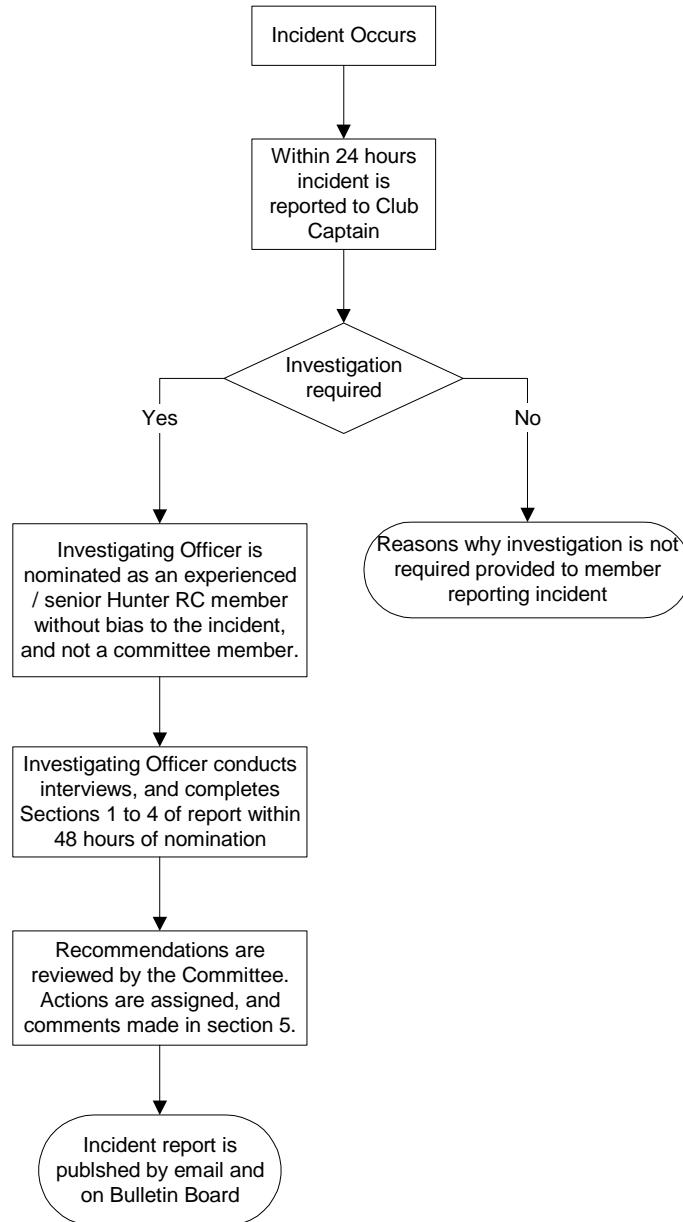
Report to: _____ Date: _____

Nominated Investigating officer: _____ Date: _____

2. Description of Incident:

(Factual, and unemotive – completed within 48 hours of incident)

Reporting & Investigation – Process Overview



Benefits to members:

- insurance premiums are kept lower for insuring a professional, learning organisation
- promotes Ownership, Accountability and Responsibility (OAR); instead of Blame, Excuses and Denial (BED)
- membership fees are kept lower