# ACCIDENT / INJURY / INCIDENT REPORTING FORM

Name of Workplace

Address of Workplace

What Occurred

- Accident
- Injury
- Incident

Name of Injured Person

- Employee
- Student
- Other

Description of what happened

Description of Injury

Time of Accident/Injury/Incident

Date of Accident/Injury/Incident

Location of Accident/Injury/Incident

Taken to Hospital

- Yes
- No

Admitted to Hospital

- Yes
- No

Worksafe Tasmania notified

- Yes
- No

Description of damage to plant or property

Reported by

Signed by

Witness

Signed

Apparent causes of accident/injury

Preventative action taken

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According to the Workplace Health and Safety Act 2012, Work Safe Tasmania must be notified, by the quickest available means, if, someone is killed, someone suffers serious bodily injury or illness or a dangerous incident occurs which could have resulted in someone being killed or injured. The person with control or management of the workplace must do this by calling the **Workplace Standards Helpline on 1300 366 322** (or 03 6233 7657 outside Tas) and by following up within 48 hours by filling out and emailing this form to **wstinfo@justice.tas.gov.au**. For other incidents and near misses, this form must be filed in main office.