

## Training Incident Report



This form must be completed in the event of an Incident/Accident/Near miss/Injury/Equipment damage/Property damage/Environmental impact during training.

The person involved must complete the form and state who witnessed the event and the trainer.

Pictures must be taken and sent to DNA Training.

Name of person completing report:

Capacity: e.g. person involved, witness, trainer

Name of person involved:

Time of incident:

Date of incident:

Incident location:

State activity prior to incident: e.g. using chainsaw

What was the status of the person involved: e.g. student, trainer, general public

Name of trainer:

Type of incident: (Circle correct boxes)

Incident	Accident	Near miss	Injury	Equipment damage	Property damage	Environmental impact
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Incident particulars	Y or N
1. Was first aid required?	<input type="checkbox"/>
2. Was an ambulance called?	<input type="checkbox"/>
3. Was the CFA/MFB called?	<input type="checkbox"/>
4. Were the police called/involved?	<input type="checkbox"/>
5. In the event of property damage, was the owner informed?	<input type="checkbox"/>
6. In the event of environmental impact, was the EPA informed?	<input type="checkbox"/>

State what happened:

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Details of the injury/equipment damage/property damage/environmental impact:

Vehicles involved:	Driver:	Rego:	Make:	Model:
Main vehicle:				
Other vehicle				

Name of witness:	Status: e.g. trainer, student.
Phone number:	Email:

Signature of person completing report:	Date:
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Office use only

### Investigation and response

To be completed by a supervisor or manager

Name of person investigating:	Position:	Date: