

Anglican Diocese of Melbourne



## **REGISTER OF INJURY / INCIDENT / HAZARD & INVESTIGATION FORM**

□ Accident/Injury □ Incident □ Hazard

□ Near Miss

PART A – INCIDENT DETAILS								
Employee Name:		Parish:						
Date of Birth:								
Date of Incident:/Time:a.m./p.m.Date reported://Timea.m./p.m.								
Task being perform	ned:							
Location where acc	cident occurred (e.g. warehouse,	office):						
What happened? P floor whilst cleaning		eing done, any tools or equipment involved: (e.g. slipped on wet						
Witnesses (if any):-								
Person completing the register (if not injured worker):								
Part B - INJURY D	DETAILS							
Nature of injury (e.g. cut, bruising, sprain)								
Body location of injury (e.g. shoulder, back)								
	□ No treatment							
Injury	□ First Aid	Treatment Provided By:						
Treatment	Doctor	Details:-						
	Hospital	Details:-						
Is this a lost time ir	njury?							
Is a Workers Compensation Claim being made?								

Part C – ACKNOWLEDGMENT OF INJURY / DATE OF ENTRY					
Employee	Signature	Date			
Employer/Warden	Signature	Date			



Anglican Diocese of Melbourne

Melbourne Anglican Diocesan Corporation Ltd

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Supervision provided   Equipment in correct location     Job Analysis performed   Equipment guarded     Work procedures available   Preventative maintenance complete     Task not modified / changed   Equipment working properly	Contributing Factors to Consider							
Suitable for the taskAdequate lightingImage: Constraint of the taskExperienced at the taskAdequate working spaceImage: Constraint of the taskFamiliar with the work areaClear floor and walkwaysImage: Constraint of the taskInducted to the site / taskAdequate housekeepingImage: Constraint of taskUsing appropriate PPESafe noise levelImage: Constraint of taskJob/TaskYNNAWas training providedCorrect equipment usedImage: Constraint of taskSupervision providedEquipment in correct locationImage: Constraint of taskJob Analysis performedPreventative maintenance completeImage: Constraint of taskWork procedures availablePreventative maintenance completeImage: Constraint of taskTask not modified / changedEquipment working properlyImage: Constraint of task	Person	Y	Ν	NA	Environment	Y	Ν	NA
Experienced at the taskAdequate working spaceImage: Clear floor and walkwaysFamiliar with the work areaClear floor and walkwaysImage: Clear floor and walkwaysInducted to the site / taskAdequate housekeepingImage: Clear floor and walkwaysUsing appropriate PPESafe noise levelImage: Clear floor and walkwaysJob/TaskYNNAWas training providedCorrect equipment usedImage: Clear floor and walkwaysSupervision providedEquipment in correct locationImage: Clear floor and walkwaysJob Analysis performedPreventative maintenance completeImage: Clear floor and walkwaysWork procedures availableImage: Clear floor and walkwaysImage: Clear floor and walkwaysTask not modified / changedImage: Clear floor and walkwaysImage: Clear floor and walkwaysJob/TaskYNNAEquipment guardedImage: Clear floor and walkwaysImage: Clear floor and walkways	Aware of the hazard				Adequate temperature conditions			
Familiar with the work areaClear floor and walkwaysImage: Clear floor and walkwaysInducted to the site / taskAdequate housekeepingImage: Clear floor and walkwaysUsing appropriate PPESafe noise levelImage: Clear floor and walkwaysJob/TaskYNNAWas training providedCorrect equipment usedImage: Clear floor and walkwaysSupervision providedEquipment in correct locationImage: Clear floor and walkwaysJob Analysis performedEquipment guardedImage: Clear floor and walkwaysWork procedures availablePreventative maintenance completeImage: Clear floor and walkwaysTask not modified / changedImage: Clear floor and walkwaysImage: Clear floor and walkways	Suitable for the task				Adequate lighting			
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Using appropriate PPESafe noise levelNJob/TaskYNNAEquipmentYNWas training providedCorrect equipment usedSupervision providedEquipment in correct locationJob Analysis performedEquipment guardedWork procedures availablePreventative maintenance completeTask not modified / changedEquipment working properly	Familiar with the work area							
Job/TaskYNNAEquipmentYNNAWas training providedCorrect equipment used </td <td colspan="2">ducted to the site / task Adequate housekeeping</td> <td></td>	ducted to the site / task Adequate housekeeping							
Was training providedCorrect equipment usedSupervision providedEquipment in correct locationJob Analysis performedEquipment guardedWork procedures availablePreventative maintenance completeTask not modified / changedEquipment working properly	Using appropriate PPE Safe noise level							
Supervision provided   Equipment in correct location     Job Analysis performed   Equipment guarded     Work procedures available   Preventative maintenance complete     Task not modified / changed   Equipment working properly	Job/Task	Y	Ν	NA	Equipment	Y	Ν	NA
Job Analysis performed   Equipment guarded     Work procedures available   Preventative maintenance complete     Task not modified / changed   Equipment working properly	Was training provided				Correct equipment used			
Work procedures available Preventative maintenance complete   Task not modified / changed Equipment working properly	Supervision provided				Equipment in correct location			
Task not modified / changed Equipment working properly	Job Analysis performed				Equipment guarded			
	Work procedures available				Preventative maintenance complete			
PPE provided Equipment had not been modified	Task not modified / changed				Equipment working properly			
	PPE provided				Equipment had not been modified			

Part E – RECOMMENDATIONS				
Please suggest possible solutions how to prevent a recurrence:				
	N N			
Can the risk be eliminated? (circle Y or N)	Y	N		
Why or How:				
Can equipment or materials be substituted? (circle Y or N)	Y	N		
Why or How:				

PART F - ACTION PLAN					
Recommended Actions	Implementation Date	Responsibility			

Part G – COMPLETION / SIGNATURES				
Employee	Signature	Date		
Employer/Warden	Signature	Date		