



INCIDENT REPORT - EQUIPMENT

INCIDENT SUMMARY

Originator: _____	REPORTED BY
Incident Name: _____	Surname: _____
Date Occurred: _____ Job Number: _____	First Name: _____
Site: _____	Supervisor: _____
Shift Start: _____ Time Occurred: _____	

Actual Severity:	Minor	Major	Write off
	Minor	— impact of incident < \$5,000	
	Major	— impact of incident > \$5,000	
	Write off	— asset not justifiably repaired	

Potential Severity:	Low	Medium	High	Catastrophic
	Low	— Low level repairs less than three hours downtime and/or less than \$5,000 loss		
	Medium	— Medium level repairs less than 2 days downtime and/or between \$5,000 - \$50,000 loss		
	High	— Serious repairs causing 2-7 days downtime and/or between \$50,000 - \$100,000 loss		
	Catastrophic	— Permanent loss of equipment replacement lead time more than 14 days or major repair causing 8 plus days downtime and/or over \$100,000 loss		

Mechanism of Incident:	Contact with electricity	Manual Handling	Exposure to Biological Hazards
	Exposure to cold	Other	Exposure to Mental Stress
	Exposure to heat	Other Muscular Stress	Entrapment
	Exposure to noise	Repetitive movement	Vehicle Accident
	Exposure to pressure	Strike Against	
	Fall at same level	Struck by/against	
	Fall from height	Exposure to vibration	
	Chemical Exposure	Exposure to Radiation	

Asset Number: _____								
Location: _____								
Management Notified: Yes No								
Details: _____								
Procedure Followed: _____								
<table> <tr> <td>WITNESSES: Witness 1</td> <td>_____</td> <td>Witness 2</td> <td>_____</td> </tr> <tr> <td> Witness 3</td> <td>_____</td> <td>Witness 4</td> <td>_____</td> </tr> </table>	WITNESSES: Witness 1	_____	Witness 2	_____	Witness 3	_____	Witness 4	_____
WITNESSES: Witness 1	_____	Witness 2	_____					
Witness 3	_____	Witness 4	_____					



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Authorities Notified:	Police	Fire	Ambulance	EPA/DECC	Workcover
Date Notified:	_____	Time Notified:	_____	Who Notified:	_____
Advice Received:	_____				

Client Notified:	Yes	No	Who: _____
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CORRECTIVE ACTION

Classification:	Training	Documentation	Supervision	Malfunction	Environment	Process
	Training	— Inadequate training or awareness of responsibility				
	Documentation	— Inadequate documentation				
	Supervision	— Inadequate supervision / QA				
	Malfunction	— Equipment malfunction				
	Environment	— Unsuitable work environment				
	Process	— Process / System failure				
Solution:	_____					
Employee:	_____	Due Date:	_____			