



VNPA INCIDENT REPORT FORM

Name

Full name: _____ **Date of birth:** _____

Address: _____

Contact number: _____ **Email:** _____

I was involved in the incident I witnessed the incident I was at the scene but did not witness the incident

Relationship to VNPA: Staff Volunteer VNPA Member Visitor Other (Specify): _____

Details of incident

Activity: _____ **Activity leader/supervisor:** _____

Location of incident: _____ **Time & date of incident:** _____

Brief description of the circumstances leading up to the incident (nature of the activity, weather at the time of the incident, number of participants, any witnesses to the incident, etc)

Brief description of the incident :

Brief description of injuries/damage/loss that occurred:

Action taken (at the scene of the incident): _____

Was first aid provided: Yes No
First Aider: _____
Did an emergency service attend the scene?
(Tick as appropriate)
 Police – Incident Report Number _____
 Fire (MFB or CFA)
 Ambulance
 State Emergency Service
 Doctor

Was medical attention sought following the incident? Yes No
 Hospital – (Specify) _____ Doctor (GP) Other (Specify) _____
Please provide details, if required.

Incident feedback

In your opinion, why did the incident occur/what factors contributed?

In your opinion, what action could be taken to prevent such an incident being repeated?

In completing this form, you confirm that the information provided is true and correct.

If you wish to provide any further information or a personal statement – please attach to this form.

Complete and return this form to the VNPA:

Post: Private & Confidential
 Finance & Operations Manager
 Level 3, 60 Leicester Street
 CARLTON VIC 3053

OR

Email: incidents@vnpa.org.au

All incidents should be reported to the appropriate coordinator ASAP. Serious incidents must be reported to the VNPA Office:

- verbally on 9341 6500 within 48 hours of the incident and
- in writing (Incident Report Form) within 7 days.

Examples of serious incidents include:

- An injury requiring medical or dental treatment from a health professional (e.g. doctor, dentist, medical practice, hospital). This does not include treatment of minor injuries by a qualified first aid officer.
- An incident that results in the attendance of emergencies services including police, ambulance, fire, SES, Bush Search & Rescue, or similar.
- An incident that results in property damage or loss.
- A motor vehicle accident.
- Any serious misconduct including violence, abuse, neglect, discrimination or harassment.