# Incident notification template for CLMs

(Adapted from: [Advice Sheet 5](http://www.safework.nsw.gov.au/__data/assets/pdf_file/0016/50155/SW08397-1117-395335.pdf), SAFEWORK NSW—Why Do You Need Safety Reporting Procedures?)

**HAZARD/INCIDENT NOTIFICATION FORM**

This form is to be used to report all work-related incidents that result in, or have the potential to result in: injury/illness to a person, equipment/plant failure, damage to property/services, impact to the environment.

1. Who reported the problem? Time …………..Date ………………..

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1. If person is injured, name of injured person

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1. What is the problem?

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1. What has been done to rectify the problem? Time ………….. Date ………………….

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1. What further action needs to be taken? (for example review of safe work procedures, training)

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1. Outline corrective action taken?

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1. Who has been notified (e.g. Police, EPA, SafeWork NSW)

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| Notifier signature | Date |