

Health and Safety Incident Report Form

**Report Health and Safety Incident**

Please complete all sections of the form below and send to [she@arqiva.com](mailto:she@arqiva.com). Please attach any photographs/other relevant information to the email.

**Section 1 - Reporter Details**

|  |  |  |
| --- | --- | --- |
| **Number** | **Question** | **Answer** |
| 1.0 | Your Name |  |
| 1.1 | Person type? | Choose an item. |
| 1.2 | Your Telephone Number |  |
| 1.3 | Your Email Address |  |
| 1.4 | Association? | Choose an item. |
| 1.5 | Are you reporting on someone else’s behalf? | Choose an item. |
| 1.6 | Person type? | Choose an item. |
| 1.7 | Association? | Choose an item. |
| 1.8 | Name of person involved/ injured |  |
| 1.9 | Email Address of person involved/ injured |  |
| 1.10 | Telephone Number of person involved/ injured |  |

**Section 2 – Location of event**

|  |  |  |
| --- | --- | --- |
| **Number** | **Question** | **Answer** |
| 2.0 | Site Name |  |
| 2.1 | Site Number |  |

**Section 3 – Date and Time of Incident/ event**

|  |  |  |
| --- | --- | --- |
| **Number** | **Question** | **Answer** |
| 3.0 | Occurred on (date and time) |  |

**Section 4 – Category of Incident**

|  |  |  |
| --- | --- | --- |
| **Number** | **Question** | **Answer** |
| 4.0 | Category | Choose an item. |

**Section 5 – Severity of Incident (use the guidance below to select the appropriate option)**

***Fatality*** *– an incident that leads to a loss of life*

***Major incident*** *– an incident which has caused serious injury or ill health or significant damage to property or equipment*

***Minor incident*** *– an incident which has caused a minor injury or recoverable short term ill health or minor damage to property or equipment*

***High potential*** *– An incident where there was a real potential to cause death, serious injury or significant environmental or property damage*

***Lost time incident*** *– an incident which results in a person missing work due to the impact of a workplace incident*

***Dangerous occurrence*** *– certain incidents with a high potential to cause death or serious injury for example, but not limited to, scaffold collapse, failure of lifting equipment or explosion.*

***Hazard*** *– something which has the potential to cause harm/damage to people or property*

***Environmental*** *– something which has or could cause impact to the environment*

***Safety Shoutouts*** *– positive recognition for work which contributes to keeping us all safe*

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| **Number** | **Question** | **Answer** |
| 5.0 | Severity | Choose an item. |

**Section 6 – Short description**

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| --- | --- | --- |
| **Number** | **Question** | **Answer** |
| 6.0 | Summary of what happened |  |

**Section 7 – Is there an injured person?** (copy and paste a number of times if more than one)

|  |  |  |
| --- | --- | --- |
| **Number** | **Question** | **Answer** |
| 7.0 | Is there an injured person | Choose an item. |
| 7.1 | Name and company of person |  |
| 7.2 | Email Address of person |  |
| 7.3 | Telephone Number of person |  |
| 7.4 | Injury type | Choose an item. |
| 7.5 | Part of body |  |

**Section 8 – Other people involved?** (copy and paste a number of times if more than one)

|  |  |  |
| --- | --- | --- |
| 8.0 | Are other people involved? | Choose an item. |
| 8.1 | Person type? | Choose an item. |
| 8.2 | Association? | Choose an item. |
| 8.3 | Name of person |  |
| 8.4 | Email Address of person |  |
| 8.5 | Telephone Number of person |  |

**Section 9 – What happened before the incident?** *Example, what was the person doing before the incident happened, what were the site conditions like, anything significant or different to note etc*

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**Section 10 – What happened during the incident?** *Please include all relevant information, a thorough explanation of what happened, who was involved, whereabouts did it occur, was any equipment being used etc.*

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**Section 11 – What happened right after the incident?** *Please be specific i.e. has the area been made safe, was the person injured, was there any damage, was medical assistance needed etc*

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