**INSERT EVENT NAME AND DATES**

**Event Management Plan**

|  |
| --- |
| **Event Organiser Sign Off** |
| As the event organiser, I approve the systems outlined in this document. |
| **Name** | **Date** | **Signature** |
|  |  |  |

**CONTENTS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. Event Description 3

2. Event Schedule 4

3. Management Overview 5

3.1 Company Information & Event Safety Committee 5

3.2 Traffic Management Planning 5

3.3 Community Impact 5

3.4 Environmental Impact: 5

3.5 Management Contractors: 6

3.6 Event Rules 6

3.7 Contingency Planning 6

3.8 Health and Safety Policy 6

4. Operating Procedures 9

4.1 Communications Plan 9

4.2 Media Policy – Post Incident 9

5. Hazard/Risk Management 10

5.1 Hazard/Risk Identification and Control Policy 10

5.2 New Hazards/Risks 11

6. Staff Management 12

6.1 Staff Qualifications, Training & Briefing 12

6.2 Volunteer Management 12

7. Contractor Management 14

8. Competitor Management 15

8.1 Competitor Information 15

9. Incident/Injury/Illness Reporting, Recording and Investigation 15

9.1 Definition of Notifiable Event 16

10. Emergency Planning. 18

10.1 Competitor Fatality 18

10.2 Incident during event 19

10.3 Notifiable Event 20

11. Medical Plan Overview 21

11.1 Notification of injury to competitors support crew/family 21

**Appendices**

* Communications structure
* Staff instructions
* Event rules
* General information
* Swimmer Briefing
* Participation Agreement form
* Incident reporting form

# 1. Event Description

INSERT EVENT DESCRIPTION INCLUDING DESCRIPTION OF PARTICIPANTS

# 2. Event Schedule

|  |  |
| --- | --- |
| **DATE** |  |
| TIME | TASK |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**Participant Breifings**

INSERT WHEN BRIEFINGS BE HELD AND FOR WHOM – INCLUDE BRIEFING DOCUMENTS IN APPENDICES

# 3. Management Overview

## 3.1 Company Information & Event Safety Committee

The INSERT EVENT is organised and delivered by INSERT EVENT ORGANISER.

This manual is designed as a general overview of the INSERT EVENT ORGANISER operations and safety policies.

This event will be controlled and delivered by a team consisting of event organiser as well as key Volunteers. This working group is referred to as the *Event Safety Committee.* This group will maintain absolute authority over the entire event. The *Event Safety Committee* reserves the right to alter or amend any aspects of the event due to safety concerns.

**Event Safety Committee**

|  |  |  |
| --- | --- | --- |
| **TITLE** | PHONE | NAME |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

## 3.2 Traffic Management Planning

INSERT IF A TRAFFIC MANAGEMENT PLAN IS REQUIRED

## 3.3 Community Impact

INSERT IF COMMUNITY WILL BE IMPACTED BY THE EVENT

## 3.4 Environmental Impact:

INSERT IF EVENT IMPACTS ON ENVIRONMENT – INCLUDE MANAGEMENT OF WASTE

## 3.5 Management Contractors:

Some professional bodies may be contracted to deliver services to assist with the safe operation of this event.

*These include but not limited to:*

**LIST CONTRACTORS FOR THE EVENT**

All Contractors engaged will complete a Contractor Application and submit their Health and Safety documentation for approval before the event. Contractors will also have a written contract or letter of engagement between the event organiser and the contracted business.

## 3.6 Event Rules

INSERT RULES OR ATTACH RULES AND REFER TO IN APPENDICES

## 3.7 Contingency Planning

Contingency plans are created for the event where deemed appropriate. There are specific guidelines about who makes decisions and strict timelines created around this.

**CANCELLATION/COURSE OPTIONS**

INSERT CONDITIONS TO BE MONITORED AND BY WHOM, WHEN FINAL CALLS WILL BE MADE, WHOM MAKES THE FINAL CALL AND OPTIONS FOR ALTERNATIVES – INCLUDING WEATHER CONDITIONS IF APPLICABLE

## 3.8 Health and Safety Policy

The event organiser is committed to providing a safe and healthy environment for our Staff, Volunteers, Contractors and, most importantly, our competitors. A proactive approach is taken to identify hazards and manage them appropriately.

The event organiser will:

* Provide a safe and healthy workplace and systems of work for staff, volunteers, contractors and competitors
* Assess the skillset of key staff and volunteers to determine whether they have the appropriate skills and experience for the task they are assigned
* Provide information, instruction, training and supervision to staff, volunteers, contractors and competitors to ensure their safety
* Communicate expectations to staff, volunteers, contractors and swimmer assistants clearly, establishing and insisting upon safe methods and safe practices at all times
* Enable effective Worker engagement practices
* Take all reasonably practicable steps to ensure the safety of staff, volunteers, contractors and competitors
* Strive to Eliminate or Minimise all acutal and potential risks and hazards
* Provide safety equipment, property and materials
* Ensure that all personnel have all the necessary safety equipment
* Ensure prompt and accurate reporting and investigation of all incidents, injuries and illnesses, striving to implement appropriate remedies to prevent recurrence
* Meet or exceed the requirements of the Health and Safety at Work Act 2015, its Regulations, Codes of Practice and any other relevent legislation
* Continually improve the health and safety of our operations

The event organiser requires its staff (including volunteers) to:

* Take all reasonably practicable steps to ensure their safety and the safety of other staff
* Ensure their acts or ommissions don’t harm others
* Comply with instructions and cooperate with the policies and procedures in place
* Work in a responsible manner, and use all safety equipment
* Clearly communicate to the event organiser if they feel they do not have the skills for any task
* Proactively identify hazards and work to manage them
* Report incidents, injuries and illnesses as soon a practical

All operations of the INSERT EVENT NAME shall be in compliance with the Health and Safety at Work Act 2015. This Act promotes the health and safety of everyone at work, and of other people in or around places of work. It requires employers to take all reasonably practicable steps to identify, communicate, and control hazards in the workplace which may cause harm or injury. It recognises that Employees and Contractors have a valuable role to play in this process, and that they should be included in health and safety processes. The event organiser supports these aims unreservedly, and will make every effort to include both Employees and Contractors in the health & safety decision-making process.

Safety is the responsibility of the event management and any Employees, Volunteers or Contractors. **The Event Safety Committee is responsible for the safety management of the event**. This includes the contents of the Event Management Plan, and any reviews of it.

# 4. Operating Procedures

## 4.1 Communications Plan

INSERT COMMUNICATION METHODS TO BE USED AND LIST WHOM COMMUNICATION SHOULD BE FOR

## 4.2 Media Policy – Post Incident

Nobody connected with the event is authorised to speak to the media without the express permission of the event organiser.

All staff and volunteers will be notified of this policy during briefing. Any unauthorised release of photographs or statements is absolutely forbidden.

Following a major incident the event organiser will complete the incident report form on the Swimming NZ website and make contact with Swimming NZ.

Any media enquiries shall be directed to the event organiser.

# 5. Hazard/Risk Management

The hazard/risk management process is outlined in this section as they relate to the activities described.

There also is a system described whereby any new hazard identified by a is managed.

The purpose of this section is to outline the event organiser’s approach to hazard management. It outlines the means of identifying and controlling hazards associated with the event.

## 5.1 Hazard/Risk Identification and Control Policy

**Identification of Hazards and/or Risks through:**

* regular physical inspection of the workplace, equipment and work practices
* analysis of injuries, illnesses, incidents, and events to determine the cause, and prevent a reoccurrence of this nature in future
* analysis of tasks and how they are carried out in the workplace

Hazard/Risk Control

Once a hazard has been identified it is evaluated and recorded in the Hazard/Risk Register.

A control plan is formulated as follows and documented in the Hazard/Risk Register – (ensure appropriate advice is sought where applicable):

* First consider options in the control plan to **eliminate** the risk. Hazards can be eliminated by replacing with less hazardous material or equipment, repairs and maintenance or changing the way a task or activity is carried out.
* If the hazard cannot be eliminated, then consider options to **minimise** the risk. Hazards can be minimised by substituting the hazard for a lower risk option, isolating the hazard or preventing contact with people, and implementing engineering controls such as guarding equipment.
* If after taking those steps the risk still remains, administrative controls must be put in place in the form of policies, safe operating procedures, and job safety analysis.
* The last step is to ensure the appropriate personal protective equipment is identified and implemented. Personal Protective Equipment alone is not an appropriate control.

## 5.2 New Hazards/Risks

Any new hazard/risk identified will be reported to the event organiser who will make a note of it in the Risk Register and address it immediately if deemed necessary. New hazards/risks will be reviewed as part of the post event tasks.

Volunteers and event staff may need to make quick decisions regarding hazards and take quick actions to manage new hazards/risks. Where possible the event organiser and/or the Event Safety Committee is notified to authorise these changes. In some cases volunteers may have to use common sense to deal with a given situation.

This is included in the staff and the competitor briefings.

# 6. Staff Management

## 6.1 Staff Qualifications, Training & Briefing

All team members are briefed before event start. In some cases this briefing is only in the form of a briefing sheet. Volunteers in key safety locations are briefed in person where possible. They are to be familiarised with safety systems outlined in this document that are relevant to the section of the event that they are involved with. Particular attention is given to the emergency planning and communication network systems.

Records of qualifications are kept on file at the company office.

## 6.2 Volunteer Management

Volunteers that work for us regularly, on an ongoing basis and who are integral to our operations are deemed to be Volunteer Workers. We have the same duties to those Volunteers as we do our Employees.

The act does not cover Volunteers that work on a casual basis (Casual Volunteers) who engage in the following activities:

* Participation in a fundraising activity
* Assistance with sports or recreation for an educational institute, sports or recreation club
* Assistance with activities for an educational institution outside the premises of the educational institution.
* Providing care for another person in the Volunteer’s home.

We have the same duties to those volunteers as we do our competitors or spectators.

We take the safety of our volunteers seriously and the event organiser will provide sufficient information and training for Volunteers to perform the duties required of them. In some cases this may be in the form of a **verbal briefing** and in some cases it is by way of **written instructions**. Due to the nature of the activity it is not always possible to verbally brief all volunteers.

# 7. Contractor Management

As a PCBU, we often work alongside other PCBU’s; or contract to or contract together with other PCBU’s. We have a duty to everyone affected by our work and workplace, not just those that work for us – therefore we will consult, co-operate and co-ordinate activities to meet the shared responsibilities between the PCBU’s involved.

Individual staff & organisations contracted to the INSERT EVENT NAME for specified tasks or periods of time must be kept safe by the event organiser. A contract for services is signed between the parties that details expectations to help facilitate this. All contractors engaged will also complete a Contractor Application and submit their Health and Safety documentation for approval before the event.

Contract staff must abide by the policies and procedures contained in this plan.

Event Management will induct Contract Staff and cover:

1. Policies and procedures
2. Objectives of operation/activity
3. Expectations of contract staff
4. Contract staff expectations of employees
5. Planning procedures and assistance required
6. Any hazards/risks they may be exposed to and controls in place

The event organiser reserves the right to halt any operation/activity conducted by a contract staff member for safety or other reasons.

# 8. Competitor Management

## 8.1 Competitor Information

The flow of information between the event organisation and the competitors is a key aspect of the event safety management.

Key documents for competitors and their supporters are called:

INSERT NAME OF DOCUMENTS FOR COMPETITORS

INSERT DOCUMENTS THAT MUST BE COMPLETED BY COMPETITORS BEFORE THE EVENT

**Event Website and Competitor Information**

The event website will have the most up to date event and competitor. Any changes and important safety information is documented on the website.

**Competitor Briefing**

The final information exchange is the in-person briefing. By this stage competitors have already received the information via a variety of media and this final briefing is reinforcing all of this information. It is also an opportunity to impart any final issues that may have arisen in the last few days before the event.

# 9. Incident/Injury/Illness Reporting, Recording and Investigation

All incidents, injuries and illnesses are to be reported to the event organiser who will record and review as required.

In the event of an incident occurring to a competitor, marshal or event management personnel, all details need to be recorded on the Incident Record form and passed on to the event organiser immediately for investigation.

Incidents (which include near misses) will be recorded if reported by competitors. The benefit of this is that new hazards/risks can be identified and lessons learnt without anyone actually being harmed. This is part of the on-going quality management system of the event management.

All incidents, injuries and illnesses are investigated in order to discover the causes and causal factors involved, and identify corrective actions that should be taken to prevent the accident happening in future events.

**In the case of a Notifiable Event, details of the incident shall be reported to the Worksafe as soon as possible with notification in writing following within 48hrs of the incident.**

## 9.1 Definition of Notifiable Event

Meaning of Notifiable Event

In this Act, unless the context otherwise requires, a notifiable event means any of the following events that arise from work:

* the death of a person; or
* a notifiable injury or illness; or
* a notifiable incident.

Meaning of Notifiable Injury or Illness

Any of the following injuries or illnesses that require the person to have immediate treatment (other than first aid):

* the amputation of any part of his or her body
* a serious head injury
* a serious eye injury
* a serious burn
* the separation of his or her skin from an underlying tissue (such as de-gloving or scalping)
* a spinal injury
* the loss of a bodily function
* serious lacerations
* an injury or illness that requires, or would usually require, the person to be admitted to a hospital for immediate treatment
* An injury or illness that requires, or would usually require, the person to have medical treatment within 48 hours of exposure to a substance
* Any serious infection (including occupational zoonosis) to which the carrying out of work is a significant contributing factor, including any infection that is attributable to carrying out work—
* with micro-organisms; or
* that involves providing treatment or care to a person; or
* that involves contact with human blood or bodily substances; or
* that involves handling or contact with animals, animal hides, animal skins, animal wool or hair, animal carcasses, or animal waste products; or
* that involves handling or contact with fish or marine mammals:

Any other injury or illness declared by regulations to be a notifiable injury or illness for the purposes of this section.

Meaning of notifiable incident

In this Act, unless the context otherwise requires, a notifiable incident means an unplanned or uncontrolled incident in relation to a workplace that exposes a Worker or any other person to a serious risk to that person’s health or safety arising from an immediate or imminent exposure to—

* an escape, a spillage, or a leakage of a substance; or
* an implosion, explosion, or fire; or
* an escape of gas or steam; or
* an escape of a pressurised substance; or
* an electric shock; or
* the fall or release from a height of any plant, substance, or thing; or
* the collapse, overturning, failure, or malfunction of, or damage to, any plant that is required to be authorised for use in accordance with regulations; or
* the collapse or partial collapse of a structure; or
* the collapse or failure of an excavation or any shoring supporting an excavation; or
* the inrush of water, mud, or gas in workings in an underground excavation or tunnel; or
* the interruption of the main system of ventilation in an underground excavation or tunnel; or
* a collision between 2 vessels, a vessel capsize, or the inrush of water into a vessel; or
* any other incident declared by regulations to be a notifiable incident for the purposes of this section.

# 10. Emergency Planning.

This document aims to provide the basis for key members of the event management personnel to have the knowledge and tools available to be able to react and respond accordingly to all emergencies that may occur during the operating of INSERT NAME OF EVENT.

Simple, easy to follow flow charts have been created to best facilitate the management of the identified emergencies. These are located in the following pages.

## 10.1 Competitor Fatality

If a death occurs, Police and WorkSafe are to be informed

Event organiser to be informed

Event organiser to advise the relevant staff

The Police will contact the family. The event organiser should **not** make the first contact with the family.

Senior event Staff are to be quietly informed of the fatality by the event organiser

No staff member, volunteer or contractor is authorised to speak to, or release photographic or film media in any format whatsoever to any person or agency without the express permission of the event organiser.

## 10.2 Incident during event

INSERT FLOWCHART FOR DEALING WITH AN INCIDENT DURING THE EVENT, WHAT IS THE PROCESS, WHO IS RESPONSIBLE FOR WHAT

## 10.3 Notifiable Event

INCIDENT ON SWIM COURSE

NOTIFIABLE EVENT

refer definition incident reporting section

Secure patient safely

Move patient if necessary to safety

Assign Site Controller. Call Water Safety Coordinator

who will contact required agencies

**Assess Patient**

Apply required First Aid

Treat Patient with available resources

Debrief incident

Water Safety Coordinator

Notify WorkSafe

Event Organiser

Arrange Critical incident stress debrief where appropriate

Amend Safety Plan where appropriate

# 11. Medical Plan Overview

INSERT DETAILS OF EMERGENCY SERVICES (PARAMEDICS) OR LIFEGUARDS AND TRAINED FIRST AIDERS

## 11.1 Notification of injury to competitors support crew/family

INSERT WHAT COMPEITIOR DETAILS ARE HELD (EMERGENCY CONTACT INFORMATION) AND WHERE

This information will further facilitate the safe management of competitors needing assistance during the event.

Competitor information is relayed to the Event HQ and enquiries can be made there regarding Competitor status and location.

**APPENDICES**

**Communications Structure**

EXAMPLE ONLY – REPLACE WITH KEY CONTACTS AND COMMUNICATION METHODS USED FOR EVENT

Event Safety

Channel 1

Head Championship Race Official

Channels 1 and 3

Championship Race Officials

Channel 3

Race Director

Channel 1

Boat Crews

Channel 2

Medical Coordinator

Channel 1 and Agency Channel

Swim Safety Coordinator

Channels 1 and 2

 **INSERT NAME OF EVENT STAFF INSTRUCTIONS**

**THANK YOU FOR BEING A VOLUNTEER**

*Please take the time to read the important messages below.*

**EVENT DESCRIPTION**

INSERT EVENT DESCRIPTION

**SAFETY**

Safety is our main concern. A good day is a safe day for both you and the entrants.

All Staff must operate in accordance with the Swimming NZ EVENT MANAGEMENT PLAN

This plan asks that you follow these responsibilities.

1. Take all reasonably practicable steps to keep yourself and those around you safe.
2. Follow instructions given by your team leader.
3. Report uncontrolled hazards/risks and hazardous behaviour.
4. Report to your team leader any incidents, injuries or illnesses.
5. In an emergency call Event Director.

**STAFF BRIEFING**

INSERT INFORMATION ON WHO WILL BRIEF THEM AND ON WHAT AREA

Please let us know if you are not happy with any task that you have been given, or feel you need more information.

**COMMUNICATIONS**

INSERT COMMUNICATION METHODS USED IN EVENT

**INSERT NAME OF EVENT STAFF INSTRUCTIONS**

**KEY CONTACTS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Title** | **Job** | **Name** | **Mobile phone** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**EVENT SCHEDULE**

|  |  |
| --- | --- |
| **DATE** |  |
| TIME | TASK |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

INCLUDE INFORMATION ON PARTIPANT BRIEFINGS

**INSERT NAME OF EVENT**

EVENT RULES

INSERT EVENT RULES

**INSERT NAME OF EVENT**

GENERAL INFORMATION

INSERT INFORMATION ON REGISTRATIONS, START TIMES, PRIZE CATEGORIES, CANCELLATION CONDITIONS ETC

**EVENT SCHEDULE**

|  |  |
| --- | --- |
| TIME | EVENT |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

INSERT INFORMATION ON PARTICIPANT BREIFINGS

**INSERT NAME OF EVENT**

PARTICIPANT BRIEFINGS

**Welcome**

On behalf of Swimming New Zealand, I would like to welcome you to the INSERT NAME OF EVENT. Please make sure you listen carefully as I am about to give you some important safety information.

**Conditions**

INSERT CONDITIONS IF APPLICABLE

**Course**

INSERT DIRECTIONS IF APPLICABLE

**After finishing**

INSERT AFTER EVENT PROCESS

**Safety**

INSERT PROCESS IF SWIMMERS ENCOUNTER ISSUES

**PARTICIPATION AGREEMENT**

EXAMPLE ONLY – REPLACE WITH AGREEMENT SPECIFIC TO EVENT

Please Read Carefully Before Agreeing To Proceed

“Indemnified Persons” include; Swimming New Zealand and their officers, Employees, Volunteers, agents and Contractors, and public bodies, land holders and sponsors associated with the Event.

In consideration of the Indemnified Persons accepting my participation in the Event or any individual event that may involve a significant risk of physical harm, I agree to this release of claims, waiver of liability and assumption of risk. I am aware that swimming is a recreational activity which may involve, in addition to usual and inherent risks, personal injury, obvious risk, danger to myself, the possibility of injury and harm and physical exertion for which I may not be prepared, remoteness to normal medical service, weather extremes subject to sudden and unexpected change and evacuation difficulties if I am disabled.

I accept all of the inherent and obvious risks involved with swimming, which I acknowledge is a dangerous recreational activity. I also am aware of and accept the possibility of personal injury, death, property damage or loss resulting there from. I acknowledge that the enjoyment and excitement of swimming is derived in part from the inherent risks incurred by the activity beyond the accepted safety of life at home or work and that these inherent risks contribute to such enjoyment and excitement being a reason for my participation.

I hereby release and forever discharge the Indemnified Persons from any and all claims, suits, demands, expenses, costs, damages or proceedings of any nature whatsoever arising from any personal injury, death, property damage or loss sustained by me or any other person as a result of my participation in the Event.

I hereby indemnify and hold harmless the Indemnified Persons from and against all claims, suits, demands, expenses, costs, actions, and proceedings of any nature whatsoever arising from any injury, loss, or damage sustained by me or any injury, loss, or damaged suffered by any other person as a result of any act, omission, neglect, or default on my part in connection with my participation in the event.

I understand that the Indemnified Persons have the right to postpone the event, alter the advertised course, or start time or cancel the event if conditions warrant. Indemnified Persons will make every possible effort to ensure this event takes place. However there will be no refunds given if the event is cancelled due to circumstances beyond the reasonable control of the Indemnified Persons. These circumstances include without limitation; lake conditions, fire, flood, storms, explosion, acts of God, war, governmental actions or non-performance by third parties.

I agree to submit a blood and urine sample to the New Zealand Sports Anti-Doping Authority for drug testing, if required.

I confirm that I am fit enough to participate in an event of this nature.

I hereby agree to allow my photograph, video, multimedia or film likeness to be used for any legitimate purpose by the organisers, sponsors, or others.

I agree that if I suffer injury the Indemnified Persons can at my cost arrange medical treatment and emergency evacuation services as the Indemnified Persons deem essential for my safety.

I hereby agree that I am responsible for my own medical and ambulance insurance.

I confirm that I am an age of legal consent (that is 18 years or older in New Zealand) and that I have read and understood this Assumption of Risk and Waiver of Liability Agreement prior to signing it and agree that this agreement will be binding upon my heirs, next of kin, executors, administrators, and successors.

I, parent / guardian of the above participant consent to my son/daughter participating in the event organised or sanctioned by the Indemnified Persons and confirm that I have read and understood this agreement prior to proceeding with my entry.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_/\_\_\_/\_\_\_

Signed (Competitor / Parent or Guardian if under 18 years of age) Date

|  |
| --- |
| Incident Record ([online form available here](https://form.jotform.com/SwimmingNZ/health-safety-incident-report-form)) |
| **Particulars of Incident:** |
| Date: | Time: | Location |
| **Type of Incident** |
| [ ]  Incident [ ]  Injury [ ]  Illness [ ]  Environmental [ ]  Notifiable Event |
| Reported By: | Phone |
| ☐ Officer ☐ Employee ☐ Contractor ☐ Visitor | Email |
| **The Injured Person:** |
| Name: | Address: |
| Occupation: |  |
| Age: | Phone: |  |
| Was a Drug and/or Alcohol Test performed **Y/N** | Result: |
| Length of Employment: | [ ]  Officer [ ]  Employee [ ]  Contractor [ ]  Visitor |
| **Witness/s** |
| Name: | Phone: |
| **The Incident:** *Describe what happened (space overleaf for diagram )* |
|  |
|  |
|  |
| **Nature of Injury:**  *What part of the body is affected and how:* |
|  |
|  |
| **Property Damage:** *What damage was caused and how:* |
|  |
|  |
| **Analysis:** *What do you think caused or contributed to the incident?* |
|  |
|  |
| **Prevention:** *What action has been taken to prevent a reoccurrence?*  |
|  |
|  |
| Have all preventative actions been reviewed by management and completed [ ]  Yes [ ] No |
| Manager Sign: | Date completed: |
| **Treatment:** |
| A&E/Hospital: | Doctor: |
| Type of treatment provided: |
| **Notification and Investigation (WORKSAFE PHONE: 0800 030 040 (24 hours)** |
| WorkSafe advised by: | Date/Time: |
| Investigation conducted by: | Date/Time: |
| Hazard/Risk Register updated by: | Date/Time: |