INCIDENT REPORTING FORM

FOR YOUR CRICKET CLUB

August 2016

NEW ZEALAND CRICKET

INCIDENT

Incident date:	What time did it happen?
Who reported it?	What date did they report it?
What kind of incident are you reporting? ☐ Injury ☐ Near miss ☐ Property damage ☐ Environmental damage	
Who completed this form?	Names of people who saw what happened?
Describe what happened:	What did you do immediately to make the scene safe?

What was the risk source that caused this event? (mechanism)			
☐ Asbestos	☐ Biological hazard	☐ Electricity	☐ Hazardous substances
☐ Machinery (fixed)	☐ Machinery (hand held)	☐ Housekeeping	☐ Mobile plant & equipment
☐ Slips, trips, and falls	☐ Work at height	☐ Violence/security	☐ Work environment (noise, dust, sun, etc)
☐ Fire	☐ Vehicles	☐ Other:	

How bad could the incident have been? (most credible serious outcome/consequence)

☐ Routine ☐ Minor ☐ Moderate ☐ Major ☐ Severe

How **likely** is it that it will happen again?

☐ Rare ☐ Unlikely ☐ Possible ☐ Likely ☐ Almost certain

Injured person's details

Only complete this section if there was an injured person

Injured person's name:			Injured person's job title:		
Their date of birth:			☐ Employee ☐ Contractor ☐ Volunteer ☐ Visitor		
Gender: ☐ Male ☐ Female ☐ Trans/other			Length of employment:		
Injured person's manager:			Work time: ☐ Day ☐ Afternoon ☐ Night		
Injury outcome	☐ First aid	☐ Medical treatment	☐ Lost time (off work)	☐ Notifiable injury/illness*	☐ Fatal

**If the event is notifiable to WorkSafe, preserve the scene of the event and call WorkSafe as soon as possible.*

What body part was injured?

☐ Head ☐ Eyes ☐ Neck/shoulder ☐ Arm/wrist ☐ Hands/fingers ☐ Upper back ☐ Lower back
☐ Torso/internal organs ☐ Leg ☐ Foot/toes ☐ Multiple locations

What was the type of injury?

☐ Sprain/strain ☐ Scratch/small abrasion ☐ Laceration/cut ☐ Bruise ☐ Crush
☐ Fracture ☐ Amputation ☐ Burn/scald ☐ Dislocation ☐ Internal injury ☐ Foreign body
☐ Poisoning/toxic effects ☐ Skin/dermatitis ☐ Concussion/head injury ☐ Mental illness
☐ Respiratory illness ☐ Occupational illness (e.g. cancer, asbestosis, silicosis)