

2. Incident reporting and close out

Please complete at the end of the day's activities

Risk assessment

Were any new hazards found on-site today

Yes No

If YES – risks assessment must be updated (refer to Form 2) and participants inducted (to the risk(s)) prior to activity commencing

Incident reporting *for volunteer activity team leaders only in the absence of DEW staff being present on-site)*

Were there any 'notifiable incident (death, serious illness/injury, dangerous occurrence):

Yes No

If YES contact DEW staff member/duty officer immediately. The WHS Act requires that so far as is reasonably practicable, that the site where the incident occurred is not distributed until an inspector arrives at the site or any earlier time that an inspector directs. This includes any plant, substance, structure or thing associated with a notifiable incident. DEW staff are responsible to notify SafeWork SA of all notifiable incidents and to ensure site preservation.

If YES – has the incident/near miss/hazards been reported to DEW staff (or HIRM report completed):

Yes No

If YES – reported to which DEW staff member(s):

Name

Date

Details of incident/near miss/injury/hazard (what, where, when, who):

Activity close out

Total Number of
Volunteers

Total Number of
Volunteer Hours

Final Site Departure
Checks Done:

Yes

No

Any other comments/observations on the day:

Print form

