Incident Register (Form 2)

All incidents and near misses must be recorded, please complete this form and keep it safe for your records. Any serious near misses or other cases of serious harm should be reported back to Council. Remember to keep your incident register safe and secure as per the Privacy Act 2020.

Date	Time	What happened?	Where did it happen?	Who was injured/affected?	Did you need to call 111 (Fire, Ambulance, or Police?)	What action was taken?	Who is reporting this incident?