

ANNEX P INCIDENT NOTIFICATION REPORT TEMPLATE

	INCIDENT NOTIFICATION REPORT	Ver-00 DD/MM/YYYY
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Name		Age	
Department		Position	
Date, Time		Location	
Incident Type	<input type="checkbox"/> Near Miss <input type="checkbox"/> Incident <input type="checkbox"/> Accident		
Severity of incident (Refer to Severity Description Matrix attached)			
Details of the near miss, accident or incident (For Spills, include type and quantity of spilled material, possible hazards to human health and the environment)			
Root cause Analysis			

**Medical treatment/
Rectification
measures****(For Spills, include
clean-up and
mitigation actions
taken)****Prevention measures**

No.	Actions	Milestone	Schedule	Responsible Department/Person	Verification

	Verified by: _____ Date: _____					
Investigation team	Team Leader: _____ Senior Management: _____					
Completed by (Name/Position):				Date completed:		

SEVERITY DESCRIPTION					
POTENTIAL SEVERITY CRITERIA					
		Harm to people		Environment	Damage
		Injury	Illness		
Negligible	First Aid Injury	<ul style="list-style-type: none"> Minor short-term ailment. Any disorder or illness which has no impact or very short-term impact on the tasks of the employee – with no medical treatment. 	<ul style="list-style-type: none"> Localised pollution. No significant environmental impact, unlikely to last more than 24h or breach of licence conditions. Easy controlled / recovery by worksite. 	Insignificant damage to construction works and/ or equipment	
Moderate	Medical Treatment / Restricted Work Case	<ul style="list-style-type: none"> Any disorder or illness which has short term impact on the tasks of the employee requiring medical treatment. 	<ul style="list-style-type: none"> Localised pollution. Short term environmental impact, that is unlikely to last more than 1 week. Single breach of licence conditions. Controlled / recoverable by worksite. 	Limited damage to construction works & equipment	
Significant	Lost time Injury / Partial or total temporary disability	<ul style="list-style-type: none"> Illness resulting in sick leave and requiring medical treatment and/or recurrent illness. Illness resulting in temporally work restriction and/or resulting in change of work. 	<ul style="list-style-type: none"> Localised pollution. Significant environmental impact unlikely to last beyond 1 month. Breach of licence, regulation, or contractual requirements. Recovery/ rehabilitation may require external assistance. 	Significant damage to local area and essential equipment	
Severe	Serious Lost Time Injury (*) / Partial or total permanent disability	<ul style="list-style-type: none"> Serious chronic illness of employee resulting in partial or total permanent disability. 	<ul style="list-style-type: none"> Uncontrolled release with severe environmental impact unlikely to last beyond 12 months. Multiple breach of licence regulations or contractual requirements. Recovery/ rehabilitation may require external assistance. 	Damage extending to several areas / significant/ impairment/ installation/ facilities/ equipment/ integrity	
Catastrophic	Fatality	<ul style="list-style-type: none"> Life threatening illness. A very serious illness contracted at work that might result death. 	<ul style="list-style-type: none"> Massive & uncontrolled release causing environmental impact with chronic pollution lasting more than 12 months. Breach (or multiple breaches) of environmental licence conditions, regulations or contractual requirements resulted in a fine or prosecution. 	Extensive damage (multiple fires/ explosions) or loss of installation/ facilities/ equipment	