## NAROOMA SCHOOL OF ARTS

## INCIDENT REPORT

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| Name and role of person completing this form: |
| Signature of person completing this form: |
| Date  |

**INCIDENT**

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| Date and time of incident:  |
| Name/s of person/s involved in this incident and their association with Narooma School of Arts property: |
| Description of incident:What happened:Injury: Property damage:  |
| Witnesses (include contact details): |

**Follow Up Action**

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| **Actions to be taken (note on form which actions have been taken)*** Contact a Narooma School of Art Management Committee member as soon as possible.
* Notifiable Incident (see Notifiable incident definitions below) Contact NSW Safe Work on 13 10 50 as soon as possible and within 24 hours.
* If it is a notifiable incident, preserve the site until the Regulator’s inspector has inspected the site.
* Contact Narooma School of Art insurer
* Contact incident person’s insurer
* Remedial action related to the incident, what needs to be done to eliminate the risk for the future.
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| **Notifiable Incident means:*** The death of a person, or
* A serious injury or illness of a person, or
* A dangerous incident

**A serious injury or illness of a person means an injury or illness requiring the person to have:*** Immediate treatment as an in-patient in a hospital, or
* Immediate treatment for:
* The amputation of any part of their body
* A serious head injury, or
* A serious eye injury, or
* A serious burn injury, or
* The separation of their skin from an underlying tissue, or
* A spinal injury, or
* The loss of a bodily function,
* Or serious lacerations, or
* Medical treatment within 48 hours or exposure to a substance

**A dangerous incident means an incident in relation to a workplace that exposes a worker or any other person to a serious risk to a person’s health or safety emanating from an immediate or imminent exposure to:*** An uncontrolled escape, spillage or leakage of a substance, or
* An uncontrolled explosion, explosion or fire, or
* An uncontrolled escape of gas or steam, or
* An uncontrolled escape of a pressurised substance, or
* 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 sue in accordance with the regulations, or
* The collapse or partial collapse of a structure, or
* The collapse or failure of an excavation or of any shoring supporting an excavation, or
* Any other event prescribed by the regulations
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