## 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 |