



Hobart Hackerspace

Incident, Injury, Accident or Near Miss Report

Instructions

- Ensure the safety and wellbeing of all participants as a priority.
- Complete all the details on this form.
- Post the completed form in the Incident Report letterbox, or email a copy of the form to committee@hobarthackerspace.org.au
- Notify the President via email at president@hobarthackerspace.org.au as soon as possible.
- Do not admit liability or indicate the Hobart Hackerspace or its Insurer will meet any claims.

Please complete the relevant information in this Incident Report Form.

Nature of the Incident	
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Details of Person(s) Involved

First Name		Last Name			
Street Address					
Suburb		Postcode		Mobile	
Email					

Details of the Incident, Injury, Accident, or Near Miss

Date		Time			
Location					
How did the Incident / Accident Occur?					
Describe the Injury / Offence					
Describe the Treatment or Actions Taken					
Name of Any Person Providing Support		Was the Person First Aid Qualified?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't Know		
Emergency Call(s)	<input type="checkbox"/> Ambulance	<input type="checkbox"/> Police	<input type="checkbox"/> Fire Brigade		
Witness Name		Mobile			

Name of Person Completing this Form			
Signature		Date	