Hazard and Incident Report Writing

What type of information should I include when completing a hazard/incident report?

When you are describing an incident it is important to provide the reader with adequate information including:

- Time and date of incident
- Location of the incident
- Nature of the incident
- Tasks/activity occurring at the time
- Exactly what happened i.e. the direct cause of the accident – electric shock; sharps injury; exposure to a particular agent; slip; struck by a door etc.
- Control measures in place at the time - local exhaust ventilation, PPE
- Details of any witnesses involved
- The immediate action taken for the incident

Remember the information contained in the incident description should be relevant. This information is made public with UOW.

Note: Causes (why the incident happened) of the incident should only be mentioned in the investigation section.

It there any information that I should NOT include?

Private information should not be included such as;

- Names
- Addresses
- Phone numbers of people involved
- Details of conversations
- Nature of injuries

Example

Poor report

Joe Blogs is a coordinator in our section. As Joe was using a chemical is spilt on him.

Improved report

On 1 Feb 2007 at 10:30 am the injured working in the B100, G303 laboratory was using chlorine for an experiment. As the chlorine was being handled a small quantity spilled on the injured person's leg. The injured was then treated by the local area first aider and then transported to hospital by ambulance.

What should I do if I did not witness the incident?

If you did not actually witness the incident or event, you may still write an Incident Report; however, be sure to state that the information is based on what was reported to you and by whom it was reported.

If you do not feel that you have factual information, you may state your opinion provided that you indicate that it is your opinion and not fact. Even if the actual cause of an incident remains unknown after you have attempted to determine it, you should provide as much information as you have concerning what happened prior to the event/during the event as this may provide a clue to the reader.