



Reporting accidents, incidents and near misses helps keep everyone safe.

It allows us to take action, prevent future harm and protect our team, clients and visitors.

Always report as soon as possible – no matter how minor it seems.

01 WHAT IS THE DIFFERENCE?



Accident – An unplanned event that results in injury, illness or damage.

Incident – An unplanned event that could have resulted in injury, illness or damage.

Near Miss – An unplanned event that did not result in injury, illness or damage, but had the potential to.

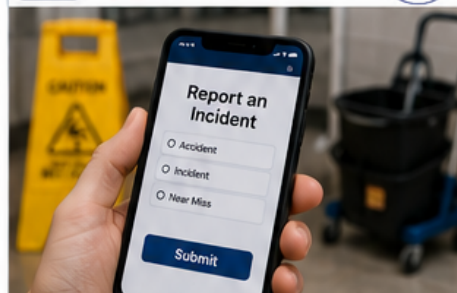
All three must be reported.

02 WHY REPORT?



- Helps prevent future accidents and injuries.
- Improves safety for our team and clients.
- Ensures we meet legal requirements.
- Supports continuous improvement.
- Every report can save a life.

03 WHEN TO REPORT



- Report all accidents, incidents and near misses.
- Report as soon as possible – ideally within the same working day.
- Even if no one was injured.
- If in doubt, report it.

04 HOW TO REPORT



- Complete the Incident Report Form.
- Provide as much detail as possible.
- Include what happened, where, when and who was involved.
- Submit the form to your supervisor.
- For serious incidents, call your supervisor immediately.

05 WHAT HAPPENS NEXT?



- Your report will be reviewed.
- An investigation may take place.
- Actions will be taken to prevent it happening again.
- You may be asked for more information.
- You will be kept informed.

06 OUR RESPONSIBILITY



- We all have a responsibility to report.
- We will never blame or punish you for reporting.
- Your safety and wellbeing come first.
- Together, we create a safer working environment.

QUICK REPORTING GUIDE



1. IDENTIFY

Was it an accident, incident or near miss?



2. REPORT

Complete the report form as soon as possible.



3. INFORM

Give the form to your supervisor.



4. INVESTIGATE

We review and investigate the incident.



5. IMPROVE

We take action and prevent it happening again.



KNOWLEDGE CHECK

Circle the correct answer or write your response.

- 1 Why is it important to report accidents, incidents and near misses?
- 2 What is the difference between an incident and a near miss?
- 3 When should you report an accident or incident?
- 4 Who should you give the report form to?
- 5 What will happen after you submit a report?



TRAINING RECORD

I confirm that I have received, read and understood the content of Module 17 – Accident, Incident & Near Miss Reporting.

Employee Name: _____

Date: _____

Employee Signature: _____

Date: _____

Trainer Name: _____

Date: _____

Trainer Signature: _____

Date: _____



This training does not replace site specific instructions or risk assessments. Always follow the rules and use your equipment as directed.

