

### WHS Incident, Hazard or Risk (IHR) Notification Form

1. Date, Time and Place of Incident, Hazard or Risk

Date of IHR: \_\_\_\_\_ Time of IHR: \_\_\_\_\_

Place Where IHR Occurred: \_\_\_\_\_

2. Category of Any Person Involved

Public  Resident  Contractor  Visitor  Other \_\_\_\_\_

Not Applicable

3. Details of Any Injured Person Involved

Name: \_\_\_\_\_

Is Reference to Other IHR Reports Required? Yes  No

Name(s) of Other Person(s) Injured: \_\_\_\_\_

\_\_\_\_\_

4. Injury Details (if appropriate)

Bodily Location of Injury (e.g. finger):  
\_\_\_\_\_

Nature of Injury or Disease: \_\_\_\_\_

5. Name of Any Witness(s): \_\_\_\_\_

\_\_\_\_\_

6. Incident, Hazard or Risk Particulars

What Work / Activity, if any, was Being Carried Out at the Time of the IHR?:  
\_\_\_\_\_  
\_\_\_\_\_

What Occurred? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What Do You Consider Caused the IHR?: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Recommended Preventative Actions

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To be Taken By Whom?: \_\_\_\_\_ By When? \_\_\_\_\_

Reporting Person's Name?: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Managing Agent: Blandfordia Real Estate

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Note: a copy of this form must be sent to the OC and Managing Agent within 24 hours of the accident / IHR.

Is This Accident / IHR Reportable to WorkCover/WorkSafe ACT? Yes  No

(See <http://www.ors.act.gov.au/> )

Must Report When:

- There is the death of a person; or
- A person requires medical treatment within 48 hours of exposure to a substance; or
- A person requires immediate treatment as an in-patient in a hospital; or
- A person requires immediate medical treatment for any of the following –
- The amputation of any part of his or her body
- A serious head injury
- A serious eye injury
- The separation of his or her skin from an underlying tissue (such as de-gloving or scalping)
- Electric shock
- A spinal injury
- The loss of a bodily function
- Serious lacerations
- Near misses must also be reported if it involved:
- The collapse or partial collapse of all or part of a building or structure; or
- An implosion, explosion or fire; or
- The escape, spillage or leakage of any substance including dangerous goods; or
- The fall or release from a height of any plant, substance or object.

**Notes**

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