Date of issue:	

VINEYARD/WINERY INCIDENT/NEAR-MISS REPORT

In case of an emergency:

- Contact emergency services: 111
- Call WorkSafe: 0800 030 040

Personal details

NAME:	PHONE NUMBER:
ADDRESS:	DATE OF BIRTH:
	SEX: ○ Male ○ Female

Employment details

VINEYARD/WINERY NAME:		JOB TITLE:	
○ Permanent	○ Casual	○ Contractor	○ Visitor

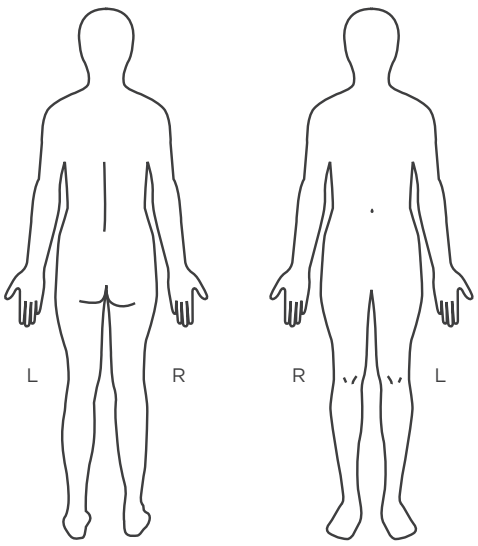
Accident details

DATE:	○ Near-miss	○ No treatment	○ First aid	○ Doctor	○ Hospital	○ Serious harm
TIME:	○ AM	○ PM	Hours at work:		Date reported:	

Nature of injury

○ Strain/sprain	○ Cut	○ Head injury	○ Fracture/break	○ Gradual process
○ Bruising	○ Burns	○ Poison/chemical	○ Multiple injuries	○ No injury

LOCATION OF INJURY (CIRCLE LOCATION)



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WHERE DID THE ACCIDENT HAPPEN? (EG SHED, PADDOCK ETC)

HOW DID THE ACCIDENT HAPPEN?

WAS THE PERSON TRAINED FOR THE TASK THEY WERE DOING?	○ Yes	○ No
IF A VEHICLE WAS INVOLVED, RECORD TYPE OF VEHICLE		
WAS A SIGNIFICANT RISK INVOLVED?	○ Yes	○ No
IF YES, WHAT WAS THE SIGNIFICANT RISK?		
IS THE RISK ON THE RISK REGISTER?	○ Yes	○ No

WHAT HARM COULD HAVE HAPPENED?

STEPS TAKEN TO PREVENT A SIMILAR EVENT HAPPENING AGAIN

SPECIFIC ACTIONS REQUIRED	PERSON RESPONSIBLE	BY WHEN	DATE COMPLETED

INITIAL NEEDS ASSESSMENT (ONLY COMPLETE IF A DOCTOR'S VISIT WAS REQUIRED)		
○ Able to continue full duties	○ Able to do light duties	○ Unable to work
○ Help available at home	○ Assistance required at home	○ Transport assistance needed

Form completed by	
NAME:	**POSITION:**
SIGNED:	**DATE FORM WAS COMPLETED:**