

Critical Incident Form



Part A

Details of the person completing the form	Name			
	Phone no:			
	Email:			
Date and Time of the incident				
Location of the incident				
Brief description of the incident	Type of Incident:			
	Description of Incident:			
Name and contact details for witnesses to the incident				
Was anyone injured?	No (Complete Part C)		Yes (Complete part B)	

Part B

Details of the Injured Person	Name			
	Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Other
	Date of Birth			
	Contact details			
	Emergency contact details			
Description of the injury				
Treatment required	<input type="checkbox"/> No <input type="checkbox"/> First Aid <input type="checkbox"/> Doctor <input type="checkbox"/> Hospital admission <input type="checkbox"/> Other, please specify			

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Part C

Description of the damage		
Were there any other services involved/attended? (If yes, attach a copy of the report)		
Person/s involved:		
Name	Contact number	Address
Recommended actions taken by Melbourne Trades College.		
Sign:	Date:	