# Incident Report Form

**PO Box 7636 Garbutt QLD 4814 | P: +61 7 4727 3211 | F: +61 7 4779 1843 | ACN 081 257 490**

This form is to be completed within 24 hours of the incident and forwarded to TAPL WHS Advisor

<table>
<thead>
<tr>
<th>Incident Classification</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Incident Type</strong></td>
</tr>
<tr>
<td>☐ Health &amp; Safety</td>
</tr>
<tr>
<td>☐ Environmental</td>
</tr>
<tr>
<td>☐ IT</td>
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<tr>
<td>☐ Aviation Safety</td>
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<tr>
<td>☐ Aviation Security</td>
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<tr>
<td>☐ Fraud</td>
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<tr>
<td>☐ Fatality</td>
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<tr>
<td>☐ LTI</td>
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<tr>
<td>☐ MTI</td>
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<tr>
<td>☐ FAI</td>
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<tr>
<td>☐ Near Miss</td>
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<tr>
<td>☐ Noise</td>
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<tr>
<td>☐ Motor Vehicle</td>
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<tr>
<td>☐ Public Relations</td>
</tr>
<tr>
<td>☐ Security</td>
</tr>
<tr>
<td>☐ Complaint</td>
</tr>
<tr>
<td>☐ Journey</td>
</tr>
<tr>
<td>☐ Report Only</td>
</tr>
<tr>
<td>☐ Property Damage</td>
</tr>
<tr>
<td>☐ Chemical Spill</td>
</tr>
<tr>
<td>☐ Electricity</td>
</tr>
<tr>
<td>☐ Operational</td>
</tr>
<tr>
<td>☐ Financial</td>
</tr>
<tr>
<td>☐ Other</td>
</tr>
</tbody>
</table>

## Incident Details

**Incident Location:**

- Date of Incident: / /  
- Time of Incident:  am  pm

### Persons Involved

- Name:  
- Staff  Contractor  Tennant
- Address:  
- Public  Volunteer  Defence
- Company:  
- Phone:  Email:  
- Date of Birth: / /  Approx Age  Gender:  Male  Female

### Incident Details

Attach separate sheet if more space required

- **Description / Sequence of Events:**  
  -  
  -  
  -  
  -  

- **Immediate Action Taken:**  
  -  
  -  

### Witness Details

Attach separate sheet if more space required

- Name:  Phone:  
- Name:  Phone:  

### Person Reporting Incident

- Name:  Employee  Contractor  Photos Attached
- Address:  
- Phone:  Email:  

**Signature**
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### Notifications

<table>
<thead>
<tr>
<th>Were Regulatory Authorities Involved/Advised?</th>
<th>Qld Police</th>
<th>Qld Ambulance</th>
<th>Qld Fire</th>
<th>ARFF</th>
<th>WHSQ</th>
<th>TPL</th>
<th>Australian Border Force</th>
<th>AEO</th>
<th>Spare</th>
<th>CASA</th>
<th>OTS</th>
<th>ABC</th>
<th>Spare</th>
<th>Other</th>
</tr>
</thead>
</table>

WHSQ= Workplace Health & Safety Queensland, CASA=Civil Aviation Authority Australia, OTS=Office of Transport & Security, ABC=Airport Building Controller, AEO=Airport Environment Officer, ARFF=Aviation Rescue Fire Fighting.

### Injury Treatment

#### Treated By:

- [ ] Company:

#### Description of First Aid Given:

- [ ]

#### Severity:

- Minor: First aid injury
- Moderate: Medical treatment not requiring hospitalisation
- Major: Medical treatment requiring hospitalisation
- Significant: Moderate irreversible disability
- Catastrophic: Single fatality and/or severe irreversible disability

### Vehicle/Property Incident Details

#### Damage To:

- [ ] Public
- [ ] Contractor
- [ ] Tenant
- [ ] TPL

#### Vehicle/Property Owner:

- [ ]

#### Type:

- [ ]

#### Property Damaged:

- [ ]

#### Equipment Involved:

- [ ]

### Aerodrome Incident Details

#### Operator:

- [ ]

#### SMS Investigation Required

- [ ] Yes
- [ ] No

#### Aircraft Type:

- [ ]

#### Registration:

- [ ]

#### Flight Number:

- [ ]

### Spill Details

#### Product Spilt:

- [ ] Hydrocarbons
- [ ] Sewage
- [ ] Chemical
- [ ] Other

#### Discharged To:

- [ ] Asphalt
- [ ] Concrete
- [ ] Grass
- [ ] Gravel
- [ ] Sand
- [ ] Other

#### Water Contaminated:

- [ ] Yes
- [ ] No

#### Ground Surface:

- [ ]

#### Quantity:

- [ ] L
- [ ] Area: m²
- [ ] Duration:

#### Aircraft/Equipment Operator:

- [ ]

#### Registration:

- [ ]

#### Aircraft/Equipment Type:

- [ ]

#### Clean Up Materials Used:

- [ ] Absorbent Pads
- [ ] Other

#### Quantities Used:

- [ ]