

Chinese Methodist Church In Australia, EMP Inc. Incident/Accident Report Form

SECTION A – The Details			
Date of report		Date of accident	
Written by		Contact number	
Person(s) involved			
Personnel informed: <input type="checkbox"/> Senior ministry Leader <input type="checkbox"/> Ministry Coordinator <input type="checkbox"/> Pastoral Care Leader <input type="checkbox"/> Safe Church Contact Person <input type="checkbox"/> Other: _____			
Type of Incident/Accident <input type="checkbox"/> Injury <input type="checkbox"/> Behaviour <input type="checkbox"/> Disclosure * <input type="checkbox"/> Property damage <input type="checkbox"/> Environment / safety <input type="checkbox"/> Other (please specify) _____ <i>* NB: If disclosure of abuse – please also complete the ROSH and Reporting Concerns Forms.</i>			
SECTION B – The incident			
Details of Incident			
Action Taken			
Outcomes (if known)			
SECTION C – Follow up / Analysis			
Follow up comments:		The type of incident is:	
		<input type="checkbox"/> on-going <input type="checkbox"/> one off	
		Have appropriate steps been taken?	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
If No, what needs to be done?			

Print Name: _____ Signed : _____

Reported to (Personnel informed)

Print Name: _____ Signed : _____