

Critical Incident Report Form

Type of Incident (please tick)

Injury to staff ☐	Injury to student ☐	Theft / Loss ☐	Property damage ☐
Vehicle accident ☐	Environmental damage ☐	Fire ☐	Assault ☐
			Other ☐

Details of Critical Incident

Date: _____ Time: _____ am pm

Location: _____

Person(s) involved (including witnesses)

Name	Address	Phone No

What activity or program was underway?

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Description of Incident

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Critical Incident Report Form	Version: 18.0	Issue Date: 01 July 2026	Review Date: 01 July 2027
Managed By: VET Coordinator	Authorised By: CEO	Page 1 of 2	

Description of Injury

Description of damage

Reported to Police? ☐ Yes ☐ No

Did any other service attend? (If yes, attach a copy of the report)

Reported By: _____ Signature: _____

Chief Executive Officer recommended action

Signature: _____ Date _____