

Incident Register

Incident Register Purpose

An Accident and Incident Register is a document used to record a brief summary of all accidents and incidents that have occurred within the company over a period of time. The information is used to plan strategies for managing prevailing risks faced by your organisation

For example, it is very valuable to be able to trace back the history of incident and accident occurrences to realise that an accident involving eye damage that has just been reported is the 4th similar occurrence in 6 to 12 months, or even 2 years.

The Accident and Incident Register should provide an overview of the following:

- Date and time of the incident or accident,
- The persons details,
- What task was the worker doing at the time of the incident or accident,
- Nature and date of the accident or incident,
- Cause of the accident or incident?
- Was this a notifiable occurrence?
- Name of person filling out the report.

Incident Register

Date and time of the incident	Injured workers name, age and address	What task was the worker doing at the time of the incident	Nature and date of the incident	Cause of the incident	Was this a notifiable occurrence	Name of person filling out this report.