

CRITICAL Incident report form:

Critical incidents are different to Incidents

- A Critical Incident is a serious events that poses a significant risk to the health, safety, or well-being of students or staff.
- A Critical incident is defined as 'a traumatic event, or the threat of such (within or outside Australia which causes extreme stress, fear or injury.

Examples:

- Death or serious injury (including the death of a dependent residing in Australia in the case of an international student)
- Serious illness causing declining health of a student or staff member over time
- Serious injury preventing or severely affecting a student's ability to continue with a course
- Severe verbal or psychological aggression
- Natural disaster
- Domestic violence, sexual assault, drug or alcohol abuse.
- Serious traffic collisions
- Physical or sexual assault
- Missing students
- Drug or alcohol abuse
- Abrupt onset of Mental disorder (e.g., depression attack, bipolar attack, panic attack) or a severe physical illness

**Non-life-threatening events could still qualify as critical incidents.*

**Use this form to report Critical incidents that may affect your study or stay in Australia*

**Use the Incident form to report accidents injuries, temporary illnesses that may affect the campus or hazards.*

Section A: Details of incident							
Name:				Sex:	M / F		
Dept/section:				ID number:			
Employment:	<input type="checkbox"/> Full time	<input type="checkbox"/> Casual	<input type="checkbox"/> Self-employed	<input type="checkbox"/> General public			
	<input type="checkbox"/> Part time	<input type="checkbox"/> Volunteer	<input type="checkbox"/> Other:				
Title the incident:							
Date:		Time:		Date reported:		Time reported:	
Type of incident	<i>See above list</i>						
What happened?							
Where did it happen?							
Who was involved? 1				Role			
Contact Details				Status (Injured/Victim/Other)			
Who was involved? 2				Role			
Contact Details				Status (Injured/Victim/Other)			
Who was involved? 3				Role			
Contact Details				Status (Injured/Victim/Other)			

**Attach additional report if insufficient space*

Section B: Immediate Actions Taken

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Section C: Witnesses

Witnesses 1		Statement
Contact Details		
Witnesses 2		Statement
Contact Details		
Witnesses 3		Statement
Contact Details		

**Attach additional report if insufficient space*

OFFICE USE ONLY - Section D: Investigation, Follow up & Report finalisation

Investigation Actions required			
Name		Date	
Contact Details		Status	
Details (include who and method of reporting)			
Follow up Actions required			
Person Responsible		Date	
Contact Details		Status	
Details			
Who is responsible for finalising the Report?			
Name:		ID number:	
Dept/section:		Completion date:	

Report to Student
