



DTL-HSE-FRM-0001

Incident Report Form

DTL Health & Safety Management System

Doc No: DTL-HSE-FRM-0001 **Version:** 1.0 — Apr 2026 **Review:** Apr 2027 **Owner:** Annelize Van Tonder
Linked Procedure: DTL-HSE-PRO-0005

Purpose: This form must be completed for all incidents, injuries, near misses, and property damage at DTL. Complete as soon as practicable after the incident and submit to your supervisor within 24 hours.

Legal Requirement: Under the *Work Health and Safety Act 2020 (WA)*, employers must notify WorkSafe WA immediately for serious injuries, illnesses and dangerous occurrences. Notifiable incidents — fatalities, serious injury/illness and dangerous occurrences — call **1800 777 209** as soon as practicable.

• **For notifiable incidents:** Do not disturb the scene — this is a legal requirement. The scene must be preserved until a WorkSafe WA inspector has assessed it, unless (a) there is an immediate risk to health or safety, (b) rescue is required, or (c) the inspector approves. Take photos from a distance before disturbing anything.

1 · Incident Details

Date of Incident	Time
Date Reported	Reported By
Site / Location	Supervisor

2 · Incident Classification

☐ Personal Injury	☐ Near Miss
☐ Property Damage	☐ Environmental Harm
☐ Vehicle Incident	☐ Plant / Machinery Incident

3 · What Happened

4 • Immediate Actions Taken

5 • Severity Rating

☐ Fatal / Catastrophic

☐ Major — Lost Time Injury

☐ Moderate — Medical Treatment

☐ Minor — First Aid Only

☐ Near Miss — No Injury

☐ Property Damage Only

6 • Investigation & Corrective Actions

Corrective Action	Responsible	Due Date

For serious incidents, complete a full investigation per **DTL-HSE-PRO-0005** and record the risk assessment on **DTL-HSE-Doc-0001**. Injury management/return to work is governed by **DTL-HSE-PRO-0007**.

7 • Sign-Off

Employee Signature

Supervisor Signature

Date

Office use / 2iB: DTL-HSE-FRM-0001 · On completion, submit to supervisor within 24 hours and upload the signed record to 2iB.

2iB Ref

Date uploaded

Entered by

Approved for issue



Tyson Knight — Director
27 May 2026