

# Incident Notification Form

This form must be used to report any accidents (injury related event), incidents (non-injury related event) and near misses. Motor vehicle accidents should be recorded on the MVA notification form.

## Part 1 – Reported By

First & last name	<input type="text"/>	Phone number	<input type="text"/>
Email address	<input type="text"/>	Mobile number	<input type="text"/>
Place of employment	<input type="text"/>	Occupation	<input type="text"/>

## Part 2 – Incident Location

Airport  Darwin International  Alice Springs  Tennant Creek

Description of location

Incident date  Incident time

## Part 3 – Incident Details

Incident type  Accident  Incident  Near miss

Incident severity  Low  Medium  High  Extreme

Incident outcomes  Injury  Near miss  Property damage  Environmental incident  Other (note below)

Activity at time of incident  
e.g. driving a forklift, lifting bags of cement, typing

Describe the incident  
Include:

- The name of any process, chemicals or equipment used
- The contributing factors (e.g. brakes failed, floor wet due to rain, large volume of data entry)
- The actions taken immediately (e.g. first aid provided)
- Photos, if appropriate (attach to the email if completing this form by hand)

## Part 4 – Injured Person's Details (this Part must be completed if an injury/illness has occurred)

### Injured Person's Details

First & last name	<input type="text"/>	Phone number	<input type="text"/>
Email address	<input type="text"/>	Mobile number	<input type="text"/>
Occupation category	<input type="checkbox"/> NTA – Staff <input type="checkbox"/> NTA – Contractor <input type="checkbox"/> NTA Tenant <input type="checkbox"/> NTA Tenant – Contractor <input type="checkbox"/> Airline – Staff <input type="checkbox"/> Airline – Contractor <input type="checkbox"/> PAX/General Public <input type="checkbox"/> Other _____		

