

**Incident/Issue Review Record**

An incident/issue is described as covering an emergency, spill, accident, hazard or any issue or incident that would need corrective and preventative actions to be undertaken, and any issue that could impact on the project or its management.

Project/Site\_\_\_\_\_

Incident or issue of concern\_\_\_\_\_

Review date\_\_\_\_\_

Where did the incident/issue occur?\_\_\_\_\_

When did the incident/issue occur?\_\_\_\_\_

Was it reported?\_\_\_\_\_ When?\_\_\_\_\_

Details\_\_\_\_\_

Risk Assessment: (do we have a copy of the site risk assessment?) Y N

Low Medium High

Were there any injuries?\_\_\_\_\_

To whom?\_\_\_\_\_

Was there damage to property or machinery?\_\_\_\_\_

Was the incident avoidable?\_\_\_\_\_

Did the emergency response plan include procedures to be followed? Y N

Was the procedure followed? Y N Did the procedure work? Y N

If no why not?\_\_\_\_\_

What improvements could be made to the procedure?\_\_\_\_\_

What improvements could be made to CLI Risk Assessment/Risk Management form?

Are there any control and preventative actions that should be put in place? Y N

If not, what else should be done?\_\_\_\_\_

Signed\_\_\_\_\_

THIS FORM IS TO BE KEPT IN CLARENCE LANDCARE OH& S FILE FOR REFERENCE ONLY