

School of Practical Philosophy

INCIDENT REPORT

Name: _____

Date/s of incident _____

Time of incident _____

Location of
incident _____

Type of incident

Accident

Injury

Complaint made by student, volunteer, tutor, staff

Examples of complaints that should be recorded include complaints relating to the contract of employment, such as not being paid for services, and more serious complaints, such as allegations of physical abuse, harassment or bullying

Event or circumstances involving a breach of the Code of Conduct

Description of the incident: (details of the incident listed in chronological order and including names and roles of people involved and witness where possible)

Recommended action to mitigate this incident or future occurrence

Report completed by:

_____ (print name) _____ (signature)

Date: _____

Name of Tutor/level head

_____ (print name) _____ (signature)

Follow up action: (what steps have been taken so far to address the incident?)

Has the incident been resolved? (at the time of completing this register)

Yes

No

Incident Report Register No _____

Further steps to be taken by the manager/Level head /Committee (if applicable):

Please send the completed incident report to Committee@practicalphilosophy.org.au