

## CLIENT INCIDENT REPORT FORM

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*A client incident is any event which occurred during the provision of our services resulting in harm to our client.*

*This form is to be completed in the event of a person witnessing/being involved in any event or an incident, resulting, or potentially resulting, in an injury or an unsafe practice or a near miss to a client, worker or member of the public.*

**In the event of a major impact client incident this form must be submitted within 24 hours.**

### Reporting Person's Details

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Surname:	First name(s):	DOB:
<hr/>		
Position:		
<hr/>		
Managers Name:		
<hr/>		
Address:		
<hr/>		
Telephone number (landline):		
<hr/>		
Telephone number (mobile):		
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Email address:		
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### Details of Client Involved in the Incident

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Surname:	First name(s):	DOB:
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NDIS #:		
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Address:		
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Telephone number (landline):		
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Telephone number (mobile):		
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Email address:		
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Contact Person Details:		
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### Incident Details

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Date of incident:	Time of incident:
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Description of incident: <i>(in your own words, what happened?)</i>	

Location of incident:

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**Name of Witnesses to the Incident**

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Name:	Contact:
_____	_____
Name:	Contact:
_____	_____
Name:	Contact:
_____	_____

**Details of Injuries Sustained**

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Injured person's name: \_\_\_\_\_

Type of injury: \_\_\_\_\_

Treatment received: \_\_\_\_\_

Injured person's name: \_\_\_\_\_

Type of injury: \_\_\_\_\_

Treatment received: \_\_\_\_\_

**Details of Other Persons Involved**

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Did the incident involve any other person?	Yes	No
_____	_____	_____

*(If yes, provide their name and contact details)*

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**Details of any damage**

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Did any damage to property occur?	Yes	No
_____	_____	_____

*(If yes, provide details of the damage)*

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**Other Details**

Were the Police involved?	Yes	No
<i>(If yes, provide details of the officers attending)</i>		
Police Event #:		
Was NSW Work Cover informed?	Yes	No
Is this a workers compensation related incident?	Yes	No
Is this major impact client related incident?	Yes	No
Does the NDIS Commission need to be notified?	Yes	No
Does any other external agency need to be notified?	Yes	No