



# UPLOADS Incident Report

## Section 1: INCIDENT CHARACTERISTICS

Incident reporter:			
Reporter present during incident? <input type="checkbox"/> No <input type="checkbox"/> Yes	Date of incident:	Time of incident (24hrs):	State/Territory:
Staff responsible for supervision at the time of the incident:		Type of incident <input type="checkbox"/> Near miss <input type="checkbox"/> Adverse Outcome	
Actual Severity rating (0-6, see scale):		Potential Severity rating (0-6, see scale):	
Activity associated with incident		Main goals associated with activity:	
Weather at the time of the incident Rain Conditions: Fine 1 2 3 4 Wet Temperature: Hot 1 2 3 4 Cold Wind conditions: Calm 1 2 3 4 Windy		Number of people involved in activity ____ Participants (e.g. students) ____ Activity leaders (e.g. instructors, guides) ____ Supervisors (e.g. teachers) ____ Volunteers (e.g. parents)	
Location of incident:		Did the activity leader/s have relevant activity qualifications? <input type="checkbox"/> No <input type="checkbox"/> Yes	

## Section 2: ADVERSE OUTCOMES (Not applicable for near misses)

<b>2.1 Injuries, illnesses and or social/psychological damage (if applicable)</b>		
<b>Details of person impacted (if more than one person impacted, copy and paste this section)</b>		
Name:		Was the incident fatal? <input type="checkbox"/> No <input type="checkbox"/> Yes
Experience in activity associated with incident <input type="checkbox"/> Unknown <input type="checkbox"/> No prior experience <input type="checkbox"/> Some prior experience <input type="checkbox"/> Extensive prior experience		
Injury type <input type="checkbox"/> Burns and corruptions <input type="checkbox"/> Crushing injury <input type="checkbox"/> Dislocation, sprain or strain <input type="checkbox"/> Effects of foreign body entering through natural orifice <input type="checkbox"/> Fracture <input type="checkbox"/> Frostbite <input type="checkbox"/> Injury to internal organs <input type="checkbox"/> Injury to muscle, fascia or tendon <input type="checkbox"/> Injury to nerves or spinal cord <input type="checkbox"/> Open wound <input type="checkbox"/> Poisoning by drugs, medicaments and biological substances <input type="checkbox"/> Sequelae of injuries, of poisoning and of other consequences of external causes <input type="checkbox"/> Superficial injury (e.g. abrasion, blister, insect bite) <input type="checkbox"/> Toxic effects of substances chiefly nonmedicinal as to source <input type="checkbox"/> Traumatic amputation <input type="checkbox"/> Other and unspecified effects of external causes	Illness <input type="checkbox"/> Abdominal problem <input type="checkbox"/> Allergic reaction <input type="checkbox"/> Altitude sickness <input type="checkbox"/> Asthma <input type="checkbox"/> Chest pain <input type="checkbox"/> Diarrhoea <input type="checkbox"/> Eye infection <input type="checkbox"/> Food poisoning <input type="checkbox"/> Hypothermia <input type="checkbox"/> Heat stroke <input type="checkbox"/> Menstrual <input type="checkbox"/> Non-specific fever <input type="checkbox"/> Skin infection <input type="checkbox"/> Respiratory <input type="checkbox"/> Urinary tract infection <input type="checkbox"/> Unknown <input type="checkbox"/> Other	
Injury location <input type="checkbox"/> Head <input type="checkbox"/> Neck <input type="checkbox"/> Chest/Thorax <input type="checkbox"/> Abdomen, lower back, lumbar spine and pelvis <input type="checkbox"/> Shoulder and upper arm <input type="checkbox"/> Elbow and forearm <input type="checkbox"/> Wrist and hand <input type="checkbox"/> Hip and thigh <input type="checkbox"/> Knee and lower leg <input type="checkbox"/> Ankle and foot <input type="checkbox"/> Multiple body regions <input type="checkbox"/> Unspecified part of trunk, limb or body region		
Briefly describe the social/psychological impacts on the person described above (if applicable):		Briefly describe any treatment at the scene of the incident:
Evacuation method (leave blank if not required) <input type="checkbox"/> Boat <input type="checkbox"/> Helicopter <input type="checkbox"/> Ski patrol-stretches <input type="checkbox"/> Sled <input type="checkbox"/> Stretcher <input type="checkbox"/> Snowmobile <input type="checkbox"/> Vehicle <input type="checkbox"/> Walked out	Hospitalisation required? <input type="checkbox"/> No <input type="checkbox"/> Yes	Emergency services called? <input type="checkbox"/> No <input type="checkbox"/> Yes Specify:

**2.2 Overdue or missing people (if applicable)**

Names of people missing or overdue

Emergency services called?

☐ No    ☐ Yes, Specify:**2.3 Equipment loss/damage (if applicable)**

Description of damage

Names of people involved

**2.4 Environmental damage (if applicable)**

Description of damage

Names of people involved

**Section 3: INCIDENT DESCRIPTION**

Describe the incident in detail. Include **who** was involved, **what** happened, **when** it happened and **where** it happened and any **equipment** involved. Do **not** enter identifying information (e.g. names).

Describe any relevant events leading up to the incident.

Describe why the incident was a near miss (e.g. the activity leader pushed the participant out of the way just in time)

**Section 4: CAUSAL FACTORS AND RELATIONSHIPS**

Reporter: Explain in detail what you think caused the incident, including any relationships between the causes identified. Include any suggestions, comments or recommendations.

Manager: Explain in detail what you think caused the incident, including any relationships between the causes identified. Include any suggestions, comments or recommendations.

## DEFINITIONS

An “**adverse outcome**” is defined as an event resulting in a negative impact, including: missing/overdue people; equipment or environmental damage; injury; illness; fatality; or social or psychological impacts.

A “**near miss**” is defined as a serious error or mishap that has the potential to cause an adverse event but fails to do so because of chance or because it is intercepted. For example, during a rock climbing activity an instructor notices that a participant’s carabineer was not locked. If the student had fallen, this may have led to a serious injury.

Rate the **Actual Severity** of the incident in terms of the actual outcome of the event.

Rate the **Potential Severity** of the incident in terms of the worst possible outcome, given the scenario.

## INCIDENT SEVERITY SCALE

	Severity Rating	Definition for Actual Severity Ratings	Definition for Potential Severity Ratings
0	<b>No impact</b>	Requires no treatment.	An incident where the potential outcome has a negligible consequence.
1	<b>Minor</b>	Requires localised care ( <b>non-evac</b> ) with short term effects.	An incident where the potential outcome to risks <b>has a low consequence</b> .
2	<b>Moderate</b>	Requires ongoing care (localised or external, i.e. <b>evac or not</b> ) with short to medium term effects.	An incident where the potential outcome to risks <b>can cause moderate injuries or illnesses</b> .
3	<b>Serious</b>	Requires timely external care ( <b>evacuation</b> ) with medium to long term effects.	An incident where the potential outcome to risks encountered is such that it <b>may cause major irreversible damage or threaten life</b> .
4	<b>Severe</b>	Requires urgent emergency assistance with <b>long term effects</b> .	An incident where the potential outcome to risks encountered is <b>certain death</b> .
5	<b>Critical</b>	Requires urgent emergency assistance with <b>serious ongoing long term effects</b> .	NA
6	<b>Unsurvivable</b>	Fatality.	NA

## EXAMPLES OF CAUSAL FACTORS

It is very important that you identify all the factors, and the relationships between them, which may have contributed to the incident you are reporting. To assist you in thinking about the causal factors involved in your incident, we have provided examples below of factors that have been found to play a role in previous incidents.

<b>Activity Equipment and Resources</b> Documentation Equipment, clothing and Personal Protective Equipment Food & drink Medication	<b>Activity Environment</b> Animal & insect hazards Infrastructure & terrain Trees and vegetation Water/Weather conditions
<b>Activity Leader/ Activity Participants/ Other People in Activity Group (e.g. teachers, parents, volunteers)</b> Communication, instruction & demonstration Compliance with procedures, violations & unsafe acts Experience, qualifications, competence Judgement and decision-making Mental and physical condition Planning & preparation Situation awareness Supervision/leadership of activity	<b>Group Factors</b> Communication within group Group composition Group dynamics Group size Late arrival of group Teamwork Time pressure
<b>Other People in Activity Environment</b> (e.g. members of the public, emergency services) Communication Compliance with procedures, violations & unsafe acts Experience, qualifications, competence Judgement and decision-making Mental and physical condition Planning & preparation Situation awareness	<b>Supervisor/Field Managers</b> Activity or Program design Communication Compliance with procedures, violations & unsafe acts Experience, qualifications, competence Judgement and decision-making Mental and physical condition Planning & preparation for activity Supervision of activity leaders and other staff Supervision/oversight of programs/activities
<b>Higher-level Management</b> Communication Financial constraints Judgement and decision-making Organisational culture Policies and procedures for activities and emergencies Risk assessment and management Staffing and recruitment Supervision of staff Supervision/oversight of activities and programs Training and evaluation of staff	<b>Schools</b> Communication Dropping off/picking up participants Judgement and decision-making Legal responsibility for safety of staff and students Planning and preparation for activity/trip Policies and procedures Teacher/student ratio
<b>Local Area Government</b> Auditing Communication Funding and budgets Legal responsibility for safety within the council area Policies and procedures	<b>Parents/Carers</b> Communication Dropping off/picking up participants Judgement and decision-making Legal responsibility for safety of child Planning and preparation for activity/trip
<b>Regulatory bodies and professional association</b> Accreditation/licensing Auditing Communication Curriculum of outdoor education/recreation qualifications Funding and budgets Interactions with government Standards and code of practice	<b>State and Federal Government</b> Communication Funding and budgets Infrastructure and land management Policies and legislation