**WHS Board Report**

Date of Board Meeting:

Report Period:

Incident Reports

|  |  |  |
| --- | --- | --- |
| **Accident / Incident / Near Miss / Hazard Reports** | **Number** | **Description** |
| Accidents / Incidents\* |  |  |
| Near misses |  |  |
| Hazards |  |  |
| First aid only |  |  |
| \* Lost time injuries (from the accidents/incidents reported) |  |  |
| New Workers Compensation Claims |  |  |
| Bullying Complaint investigations |  |  |
| STUDENT RELATED | | |
|  | | |
|  | | |

\*\*\* Worksites can include tables/graphs from Rapid Incident Database here

SafeWork SA Union Matters

Notifiable Incidents / complaints

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date of Incident/complaint** | **Incident ID#** | **Incident Details** | **Actions from SafeWork SA e.g. SWSA Action Letter, Prohibition / Improvement Notice** | **Date of Notice Sign Off** |
|  |  |  |  |  |

Union Matters

Union right of entry

|  |  |  |
| --- | --- | --- |
| **Date of attendance** | **Alleged contravention** | **Findings** |
|  |  |  |

Correspondence received

|  |  |  |
| --- | --- | --- |
| **Title of document** | **Author** | **Date presented to staff/actioned** |
|  |  |  |
|  |  |  |

Policy / Procedure

|  |  |
| --- | --- |
| **Title of policy/procedure** | **Date presented to staff** |
|  |  |
|  |  |
|  |  |

Audits

|  |  |
| --- | --- |
| **Type of Audit** | **Corrective Actions Identified**  **(e.g. # NCR’s issued, observations etc, areas requiring action)** |
|  |  |
|  |  |
|  |  |
|  |  |

Training

|  |  |  |  |
| --- | --- | --- | --- |
| **Title** | **Provider** | **Date completed** | **# attended** |
|  |  |  |  |
|  |  |  |  |

WHS Activities completed

|  |  |
| --- | --- |
| **Activity** | **Date completed** |
|  |  |
|  |  |
|  |  |

Any other issues:

Report prepared by: WHS Coordinator

Date: