

Accident / Incident Report Form



If there is an accident or incident at your Tree Day site, please complete the form below and send it to Planet Ark by **fax: 02 4757 8980** or **post: Planet Ark, PO Box 4, Wentworth Falls NSW 2782**. You can also contact the **National Tree Day Hotline** on **1300 88 5000**

Site Coordinator

Name: _____

**Site ID
Number:**

Phone: _____ **E-mail address:** _____

Site Location: _____

Accident/Incident Report Details

No. of persons involved: _____

Name & Phone of Person 1: _____

Address: _____

Name & Phone of Person 2: _____

Address: _____

Description of what happened and details of injuries sustained: _____

Reported to (name): _____ **Phone No.(s):** _____

Address: _____

Witness(es) name: _____ **Phone No.:** _____

Address(es): _____

Action Taken: _____

Signed: _____

Position: _____ **Date:** _____

If you need more space please use the back of this form and tick here:

Additional copies of this form can be downloaded from: treeday.planetark.org/forms



Proud sponsor