

# 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 8484 7222** or **post to: Planet Ark, Reply Paid POX 85893 ROYAL EXCHANGE NSW 1224** . You can also contact the **National Tree Day Hotline** on **1300 88 5000**.

**Site Coordinator**

**Name:** \_\_\_\_\_

<b>Site ID Number:</b>
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**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](http://treeday.planetark.org/forms)**

National Tree Day is organised by Planet Ark in partnership with Toyota Australia

