

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 **Email: treeday@planetark.org**

You can also contact the **National Tree Day Hotline** on **1300 88 5000**.

Site Coordinator Name: _____

Phone: (____) _____ **E-mail address:** _____

Site location: _____

Accident/Incident Report Details No. of persons involved: _____

Person 1 (name): _____ Phone No(s): _____

Address: _____

Person 2 (name): _____ Phone No(s): _____

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: _____

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

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