Tool

Incident/Near Miss Register

Insert Location/Congregation

The incident register is a working document which allows congregations to track the progress of their various incidents and provide summary information to the presbytery and/or Synod. It is expected that this Register be reviewed as part of church council meeting agendas. Note: A copy of the Incident Reports are to be sent to WHS at Synod Office

Date/Time	Incident Classification (Nil injury, First Aid, Medical Treatment, Lost Time, Property Damage)	Name and Status of ill/injured Person(s) (Volunteer, Employee, Contractor, Visitor)	Illness or injury or Damage	What Happened? (Brief summary)	Where did it happen? (Location/area)	Actions taken to Prevent/Correct Occurrence(s)	Planned Completion Date(s)	Date Completed