



HIGH COURT OF AUSTRALIA

Incident or Near Miss Report

The High Court of Australia is committed to ensuring the health and safety of all persons working at or visiting the Court. If you have been involved in an incident or experienced a near miss occurrence when visiting or working at the High Court of Australia, please complete and submit an incident report using the following form. If you would like to speak to someone or require help completing this form, please contact the Risk and Governance Officer:

risk@hcourt.gov.au or on Ph 02 6270 6870

Please provide the following details submit this completed form to: risk@hcourt.gov.au

Name:		
Address:		
Date Reported:		
Contact:	Ph:	Email:

Part 1: Type of incident

For this part, kindly answer the following:

Questions	Responses/Comments
1. Provide a short description of the incident or near miss Incident: Any unplanned event resulting in injury, ill health, damage or any other loss. A near miss: An unplanned event happening that does not result in an injury/illness or damage but had the potential to do so.	
2. Date and Time of the occurrence?	
3. Type of report – Near Miss or Incident	
4. Severity Insignificant- No medical treatment required Minor- Minor injury Moderate - A serious injury causing hospitalisation or multiple minor injuries Major - A life-threatening injury, or multiple serious injuries causing hospitalisation	

Part 2: Details of Incident

For this part, kindly answer the below mentioned points:

Questions	Responses/Comments
4. Location of the incident	
5. How would you describe the external/surrounding environment (e.g. lighting, floor surface, weather, housekeeping etc)	
6. Who was involved	



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7. Were any other people involved?	
8. How many people were involved including yourself?	
9. Was the incident caused by or related to equipment or property? If yes, please provide a brief description of the equipment or property involved in the incident and how it contributed to the incident.	
10. Description of what occurred	
11. Were there any immediate actions taken? <small>e.g. first aid provided, ambulance called, emergency response, assistance provided by the public or staff, area cordoned off etc.</small>	
12. Please upload or email any relevant files (photos, videos, medical certificates etc)	
13. If reporting on behalf of someone else, please provide the name of the person you are reporting for.	
14. Would you like someone to contact you about this report? If yes, you will be contacted using the contact information provided in this report.	
15. Date and Time Reported.	

Part 3: Witness Statement

If there was a witness, please answer the following questions:

Questions	Responses/Comments
16. Witness Name	
17. Witness Contact details:	Ph: Email:
18. Witness Statement	
19. Attachment (Optional) Please upload or email any relevant files (photos, videos, statements etc)	



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Part 4: Form Submission

For this part, respond to the final three questions:

Questions	Responses/Comments
20. Is the incident submitted by or on behalf of a member of the public, member of staff, a contractor or a contractors staff member working at the Court? If yes, please advise your status.	
21. For all general incident reporting please submit your report by email to the address provided.	Please submit this form to: risk@hcourt.gov.au
21. For members of staff, contractors or contractor's staff members working at the Court who would prefer to submit a confidential report please send this report to the Court's Public Information/Privacy Contact Officer.	Please submit confidential forms via email to bwickham@hcourt.gov.au

Thank you for taking the time to complete this Incident/Near Miss report. Your responses will be reviewed, actioned if required and recorded in the Courts Incident Reporting database.