



# INCIDENT REVIEW

Sailability Shorncliffe Inc. 69 Sinbad Street Shorncliffe Qld 4017

## INCIDENT DETAILS

Incident Summary .....

Date ..... Time ..... Location .....

## INCIDENT ANALYSIS

Sequence of Events / Timeline .....

### Supporting Information:

- |   |          |
|---|----------|
| 1. Risk assessments conducted and outcomes          | Yes / No |
| 2. Procedures in place                              | Yes / No |
| 3. Licences and/or accreditation held               | Yes / No |
| 4. Level of competency and experience               | Yes / No |
| 5. Supervision in place                             | Yes / No |
| 6. Equipment and maintenance status                 | Yes / No |
| 7. Environmental conditions                         | Yes / No |
| 8. Similar issues/incidents reported in the past    | Yes / No |
| 9. Outcomes of prior reviews relating to risk/issue | Yes / No |
| 10. Other - Yes / No .....                          |          |

## CAUSAL ANALYSIS (why?)

Root Cause/s: (Note: Root cause is the most basic cause/s that if addressed will prevent or significantly reduce the likelihood of a recurrence)

Contributing Factor/s: (Note: Contributing factor is a condition/s that influences or adds to a particular occurrence or outcome)

RISK ASSESSMENT

(Refer Risk Assessment Matrix to prioritise the implementation of control measures and actions)

Actual Risk Rating: Score ..... Level of Consequence .....  
Level of Likelihood .....

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Potential Risk Rating: Score ..... Level of Consequence .....  
Level of Likelihood .....

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CORRECTIVE ACTIONS & RECOMMENDATIONS

Action 1 - Priority H / M / L By When ..... By Whom .....

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Action 2 - Priority H / M / L By When ..... By Whom .....

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Action 3 - Priority H / M / L By When ..... By Whom .....

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KEY LEARNINGS & COMMUNICATIONS

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.....  
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Person/s Completing Review –

Name ..... Name .....

Role ..... Role .....

Phone ..... Phone .....

Email ..... Email .....

Signature ..... Signature .....

Date ..... Date .....

**Administration Use:** Committee Review Date Completed / /

