

Incident/Hazard Report- Includes sexual assault/sexual harassment (SASH) reports

All incidents and injuries (incl. near misses) must be reported to your Campus Manager, line manager or teacher immediately or as soon as practicable.

Please note: the above is not applicable for SASH incidents where anonymity is required.

Please send completed form to safe@kaplan.edu.au

1. Details of person making this entry:

Are you reporting on behalf of yourself or someone else? Myself A friend Colleague Other

Does this involve anyone under the age of 18? Yes No Unsure

What is your connection to Kaplan? Employee Student Contractor Visitor Other

2. If an Injury, complete the following, otherwise move straight to section 3.

Please note this section is optional for sexual assault/sexual harassment incidents

Name of Injured person/victim:

Phone number:

Email:

Person type: Employee Student Contractor Visitor Other

3. Please provide details about the incident/hazard:

Date of incident/hazard:

Time of Incident/hazard:

Incident/hazard location:

Relevant Kaplan Business: KP KBS KIL KA MIT UoAC RM Shared Services

Description of what happened?

(If you don't feel comfortable writing it all here- that's okay, we can contact you to discuss. Let us know!).

Who was involved?

Provide full name(s) and those that witnessed the incident and contact details.

What treatment was required for the injury?

No Treatment First Aid Treatment Medical treatment (Doctor, emergency/outpatient, physiotherapist or other) Hospital admission/inpatient

If no injury/illness occurred and you are reporting an unsafe situation select Hazard.

Hazard report

Any other information:

4. Incident/hazard details: tell us what happened. Select all that apply

What best describes the situation you are reporting?

- | | |
|--|--|
| <input type="checkbox"/> Slip, trip or fall | <input type="checkbox"/> Exposure to infectious disease |
| <input type="checkbox"/> Manual handling | <input type="checkbox"/> Assault or threat |
| <input type="checkbox"/> Ergonomics- workstation use | <input type="checkbox"/> Harassment, bullying, intimidation or discrimination |
| <input type="checkbox"/> Hit by moving object | <input type="checkbox"/> Sexual assault, or a sexual offence |
| <input type="checkbox"/> Plant & equipment | <input type="checkbox"/> Sexual Harassment |
| <input type="checkbox"/> Security | <input type="checkbox"/> Stalking |
| <input type="checkbox"/> Emergency Response | <input type="checkbox"/> Mental health or welfare |
| <input type="checkbox"/> Personal medical condition | <input type="checkbox"/> Not sure, or other unacceptable or concerning behaviour |
| <input type="checkbox"/> Exposure to hot/cold | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Food borne illness | |
| <input type="checkbox"/> Workload/Fatigue | |
| <input type="checkbox"/> Hit by moving object | |

What was the injury outcome?

- | | |
|---|--|
| <input type="checkbox"/> Muscular disorder | <input type="checkbox"/> Mental disorder |
| <input type="checkbox"/> Sprains and strains | <input type="checkbox"/> Intercranial injury (incl.concussion) |
| <input type="checkbox"/> Broken bone, fracture or dislocation | <input type="checkbox"/> Heart condition |
| <input type="checkbox"/> Seizure or faint | <input type="checkbox"/> Eye injury |
| <input type="checkbox"/> Laceration, cut, abrasion or bruise | <input type="checkbox"/> Deafness |
| <input type="checkbox"/> Burn | <input type="checkbox"/> Poisoning and toxic effects of substances |
| <input type="checkbox"/> Viral condition | <input type="checkbox"/> Skin condition |
| <input type="checkbox"/> Respiratory condition | <input type="checkbox"/> Other _____ |

Name of Person making report: (Can be left blank for sexual assault & harassment)	Signature	Date
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Name of Campus manager/line manager/Teacher:	Signature	Date
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Forward completed form to: Safe@Kaplan.edu.au

5. Additional Support:

Contact Lifeworks by Morneau Shepell — Confidential Employee and Student Assistance Program
 Australia – 1300 361 008 / New Zealand – 0800 155 318 / Outside AUS/NZ – +61 3 9658 0025
 Sexual assault and sexual harassment support: Please contact your Campus manager, line manager or first responder for further assistance.
 Alternatively send an email to safe@kaplan.edu.au to request support.