



## Hazard/incident register

### Purpose

The Hazard/incident register is a working document which allows congregations to track the progress of their various hazard incident notes and provide summary information to the presbytery and/or Synod. It is expected that this document be reviewed as part of church council meeting agendas.

Date of Hazard/incident notes	Report number on incident notes	Referrals to presbytery and/or Synod	Type of hazard/incident	Person investigating	Investigation completion date	Items to be addressed to prevent injury or incident re-occurrence	Expected completion date	Date completed

### Document Review History

Version Number	Date	Reason	Aurthor/reviewer	Approved
1.0	18.02.2016	Created to support congregations to track and report hazards and incidents	<ul style="list-style-type: none"> <li>Safe Ministry (children) administrator</li> <li>Senior Risk consultant</li> <li>General counsel</li> <li>Risk &amp; Insurance manager</li> </ul>	Associate general secretary
Due	18.02.2017	Review cycle – every year		