Technical Education Development Institute (TEDI)
Technical Electronics Centre
RTO Code: 22300 CRICOS NUMBER: 03221G
Level 5, 123 Lonsdale Street, Melbourne, Victoria, Australia 3000
Ph: 03 8725 2061, Website: www.tedi.vic.edu.au
Email: admissions@tedi.vic.edu.au

CRITICAL INCIDENT REPORT FORM

True Education Pty Ltd t/a Technical Education Development Institute and t/a Technical Electronics Centre (hereby referred as TEDI)

Part A				
Details of Person completing the form	**Name:**			
	Phone no:			
	Email address:			
Date and Time of Incident				
Location of the incident				
Brief description of Incident	**Type of Incident:**			
	Description of Incident:			
Name and contact details for witnesses to the incident				
Was anyone injured	**No (Complete Part C)**		**Yes (Complete part B)**	

Part B		
Details of Injured Person	**Name:**	
	Gender:	☐Male ☐ Female ☐ Prefer not to say ☐ Other / Please specify
	Date of Birth:	
	Contact details:	
	Emergency contact details:	
Description of Injury		
Treatment Required	☐ No ☐ First Aid ☐ Doctor ☐ Hospital admission ☐ Other, please specify _____	

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Part C – Additional Details		
Description of damage		
Were there any other services involved/attended? (e.g., police, ambulance, fire)? (If yes, attach a copy of the report)		
Person/s involved		
Name:	**Contact Number**	**Address:**
Recommended Actions Taken by Technical Education Development Institute (TEDI)		
Checklist ☐ Incident entered into Critical Incident Register ☐ PRISMS notification required? ☐ Yes ☐ No (If yes, date submitted: _____) ☐ Follow-up counselling or support provided ☐ Referred for continuous improvement review ☐ Document filed in accordance with Records Management Policy		
Sign:		**Date:**