DHCR HSE INCIDENT FORM

DHCR HSE INCIDENT REPORTING FORM
Reference Number: _____ (DHCR HSE office use only)

DUBAI POLICE	999
AMBULANCE	998
DUBAI CIVIL DEFENSE	997
DUBAI MUNICIPALITY	223 23 23

This form is designed to capture all untoward or adverse occurrences and near misses within DHCC freezone.
Please send the completed form to the DHCR HSE Department by email Sarah.Mansfield@dhcr.gov.ae, in compliance with DHCR HSE incident policy.

CLASSIFICATION INCIDENT:

☐ Incident	☐ Sentinel event	☐ Near miss
☐ Dangerous occurrence	☐ Property damage	☐ Environment
☐ Complaint	☐ Adverse event	

DETAILS OF INCIDENT/ ADVERSE EVENT/ NEAR MISS/ DANGEROUS OCCURRENCE/ SENTINEL EVENT:

Date and time of incident/ near miss:	Date:	Time:
Description of exact location where the incident occured:		
Describe the details of the incident:		
Proposed actions:		

NOTIFICATION:

☐ DHCR - HSE Dept.	☐ DHCC Security	☐ Dubai Police/Civil Defense	☐ Unit Manager
☐ Dubai Municipality	☐ Ambulance	☐ Family of Injured	☐ Building Property Manager

CATEGORY OF EVENT

☐ Manual handling/ Ergonomic	☐ Hygiene/ Infection control	☐ Biological
☐ Lighting/ Electrics/ Water/ Leaks	☐ Housekeeping	☐ Equipment/ Defect malfunction
☐ Property damage	☐ Dust/ Noise/ Vibration/ Fumes/ Gas/ Chemical	

☐ Slip trip fall	☐ Needle stick/ Sharp	☐ Radiation	☐ Waste
☐ Electric shock	☐ Burn	☐ Poisoning	☐ Bite - Insect/ Animal/ Pest
☐ Others	☐ Fire	☐ Collision/ Motor/ Pedestrian	

INTERNAL REPORTING

Full name:	
Department/ Facility:	

BODY PART AFFECTED

☐ Head/ Face/ Neck	☐ Eye (R) (L)	☐ Ear (R) (L)	☐ Back
☐ Chest/ Abdomen	☐ Shoulder (R) (L)	☐ Arm/ Wrist (R) (L)	☐ Hand/Finger/Thumb (R) (L)
☐ Leg/ Knee (R) (L)	☐ Ankle/Foot/Toe (R) (L)	☐ Others	

WITNESS

Full name:				
Gender: ☐ M ☐ F	Age:	Department/ Facility:		
Status: ☐ Employee	☐ Contractor	☐ Patient	☐ Visitor	☐ Others
Additional information:				

Date form completed:	
Date form received by DHCR HSE:	
Date form reviewed by DHCR HSE:	

DHCR HSE RISK ANALYSIS

Risk Assessment			
Low	1 - 5	High	16 - 24
Medium	6 - 15	Extreme	25