

**ENVIRONMENTAL INCIDENT FORM**

**PF622**

All individuals have a duty to notify of environmental harm under the *Environmental Protection Act 1994*. Use this form to report an incident that may have or threatens to cause environmental harm on University of Queensland premises.

- For incidents requiring urgent assistance or response, contact Security on 336 **53333**.
- Incidents causing material or serious environmental harm must be reported immediately.
- Return completed form to Program Manager Environment and Sustainability, Property & Facilities Division.

<b>1. Notifier's Details</b>			
Name		Date	
School/Centre			
Faculty/Division			
Contact Details	Phone:	Email:	
<b>2. Location of Incident</b>			
Campus/Site			
Building/Locality			
Room No.			
<b>3. Incident Details</b>			
Date of incident		Time of incident	
Notifier's involvement	<input type="checkbox"/> Involved in the incident <input type="checkbox"/> Witness to the incident <input type="checkbox"/> Became aware of the incident		
Description of incident and cause (if known):			
Environmental harm caused			
Response:			
Details of preventative measures required:			

4. Sustainability Office Use Only			
Assessing Officer		Incident No.	
Type of incident	<input type="checkbox"/> Water <input type="checkbox"/> Noise <input type="checkbox"/> Hazardous Substances <input type="checkbox"/> Other ( <i>please specify</i> ): <input type="checkbox"/> Waste <input type="checkbox"/> Air <input type="checkbox"/> Biodiversity		
Further comments:			
Preventative measures implemented?		Yes / No ( <i>please circle</i> )	
Recommended actions		<input type="checkbox"/> Response satisfactory – no further action required <input type="checkbox"/> Further action required ( <i>provide details below</i> ) <input type="checkbox"/> Report to authority ( <i>provide details below</i> )	
Further details:			
Signed		Date Closed	