



Environmental Incident Report

This form is to be forwarded to the manager on duty & the Distribution Centre Manager within **48 hours** of an Environmental Incident occurring.

FORWARD REPORT FORM TO:

Distribution Centre Manager - Adam Taylor

Email: adam.taylor@ezfurn.com.au

Phone Number: 0499 016 539

Mailing address: PO BOX 242, Ashmore City 4214

EMPLOYEE INCIDENT INFORMATION

Name:

Department:

Phone Number:

DESCRIPTION OF INCIDENT

Location of incident:

Date of Incident:

Time:

Type of Incident:	Fuel spill	Chemical spill	Uncontrol air emission	Fire/Explosion
	Contaminated water release	Wildlife	Waste/Rubish	

Were emergency services contacted? Yes No

Description:

(Provide a description of what happened during the incident)

Volume or quantity of material spilled or escaped during incident:



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Activity that caused the incident:

(What type of work was being conducted at the time the incident occurred)

How was the incident identified?

(E.g. Employee, council, complaint)

Name & contact details of complaint:

(When relevant)

What corrective/ preventative actions have been taken?

Follow up action:

Employee Singnature: _____

Date: _____