

Complete one form per incident. Capture facts as close to real time as possible. The category checklist and the notification-deadlines box in Section 5 determine your reporting obligation to the NDIS Quality and Safeguards Commission.

SECTION 1 — REPORT METADATA

Report ID / reference no.:

Date report completed:

Report completed by (name, role):

Provider registration number:

SECTION 2 — PARTICIPANT DETAILS

Participant name:

NDIS number:

Date of birth:

Support worker(s) involved:

Others present / involved:

SECTION 3 — INCIDENT DETAILS

Date of incident:

Time of incident:

Location of incident:

Date/time provider became aware (if different):

Incident type — select all that apply:

- Death
- Serious injury
- Abuse or neglect
- Unlawful sexual or physical contact / assault
- Sexual misconduct (including grooming)
- Restrictive practice NOT in line with the participant's behaviour support plan
- Restrictive practice NOT in line with state/territory authorisation requirements
- Other incident (non-reportable but recordable — describe below)

Description of incident (factual, objective — avoid opinion or speculation):

Injuries or harm sustained (if any):

Witnesses (name, contact; note if a statement was taken separately):

SECTION 4 — IMMEDIATE ACTIONS TAKEN

First aid / medical attention provided: Yes No

Details: _____

Participant's immediate needs addressed: Yes No

Details: _____

Scene / environment made safe: Yes No

Details: _____

Family / guardian / support network notified: Yes No

Details: _____

Police notified: Yes No

Details: _____

SECTION 5 — NOTIFICATIONS & REPORTABLE STATUS

Is this incident NDIS-reportable? Yes No (see the deadlines box below)

NOTIFICATION DEADLINES

- **24 hours of becoming aware** — death; serious injury; abuse or neglect; unlawful sexual or physical contact/assault; sexual misconduct.
- **5 business days of becoming aware** — use of a restrictive practice not in line with the behaviour support plan or with state/territory authorisation.
- **Harm trigger** — if a restrictive-practice incident caused harm, it becomes a 24-hour notification, not 5 business days. Check this every time.

24-hour category applies:

Deadline (date/time): _____

Actually notified (date/time): _____

Notified by (name): _____

NDIS Commission reference no.: _____

5-business-day category applies:

Deadline (date): _____

Actually notified (date): _____

Notified by (name): _____

NDIS Commission reference no.: _____

Restrictive practice — did it cause harm? Yes → use 24-hour deadline No → 5-business-day deadline

If NOT reportable — record internally and note why it falls outside reportable categories:

SECTION 6 — CORRECTIVE & PREVENTATIVE ACTIONS

Root cause / contributing factors identified:

Corrective actions:

Action	Owner	Due date

Follow-up review date: _____

Behaviour support plan reviewed (if applicable): Yes N/A

SECTION 7 — SIGN-OFF

Role / name	Signature	Date
Report prepared by:		
Reviewed by (manager):		
Final approval by:		

Register updated: Yes (record ID: _____)

General information only — not legal advice. Reportable-incident categories and timeframes are set by the NDIS Quality and Safeguards Commission and can change; confirm current requirements at [ndiscommission.gov.au](https://www.ndiscommission.gov.au) before relying on this form.