



Catholic Diocese of Ballarat's Incident Reporting and Investigation Procedure

Appendix 2 – Investigation Report and Action Register

Investigation scope	Incident reference; appointed investigator; independence/conflicts check; scope; legal or specialist support; consultation plan.
Evidence reviewed	Site inspection; documents; photographs; equipment; witness accounts; procedures; training and supervision records.
Sequence and findings	Verified chronology, facts, unresolved matters, and limitations.
Contributing factors	Hazard/control failure; work design; environment; equipment; procedure; competence; supervision; workload; communication; organisational factors.
Corrective action register	Action; hierarchy level; interim/final; accountable owner; priority; due date; resources; completion evidence; verifier; effectiveness review date; status.
Consultation and communication	Affected people and Health and Safety nominee consulted; views considered; outcome and lessons communicated; privacy controls.
Approval and closure	Investigator; responsible leader; Diocesan OHS adviser; approval date; closure date; residual risk; follow-up review.