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| **Contractor** | [Insert text here] | **Date** | [Insert text here] |
| **Contract No.** | [Insert text here] | **Project No.** | [Insert text here] |
| **Project Name** | [Insert text here] |

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| **Section 1 – Initial investigation details** |
| **If not applicable, write ‘Not Applicable’** |
| **1.1** | **Time, day and date of incident** |  | **am / pm** |  | **day** |  | **date** |
| **1.2** | **Exact place of incident**(from nearest identifiable feature to allow correlation with inventory distance) |
|  |
| **1.3** | **Atmospheric conditions – clear / raining / smoke / dust / fog** |
|  |
| **1.4** | **Light – daylight / dawn / dust / darkness / street lighting / other** |
|  |
| **1.5** | **Traffic control – workmen / traffic lights / warning signs / other** |
|  | (to be shown on sketch) |
| **1.6** | **Road surface, type and condition – sealed / dry / wet / unsealed / dusty / gravely / slippery / other** |
|  |
| **1.7** | **Road shoulder type and condition – unsealed / sealed / wet / dry / loose / grassed** |
| drop off (mm) |  |
| **1.8** | **Vertical features – level / slight grade / steep grade / crest / dip / other** |
|  |
| **1.9** | **Horizontal features – straight / curve / right / left / view obscured / view open / other** |
|  |
| **1.10** | **Special features – intersection / bridge or culvert / side‑track / detour / merging lane / other** |
|  |
| **1.11** | **Accident details** |
| How did accident occur (include details such as which direction vehicles / boats were travelling and road / sea conditions at time, that is, traffic control, and so on)? |
|  |
| **1.12** | **Guide Posts and Delineators in vicinity** |
| Condition |  | (to be shown on sketch or photo) |
| **1.13** | **Details of any visible skid marks** |
|  | (attach sketch or photo) |
| **1.14** | **Details of any measurements taken on Site** |
|  | (include on sketches or photo) |
| **1.15** | **Details of any photographs taken on Site**  |
|  | (show photo number, location and direction of taking photo or sketch plan of road) |
| **1.16** | **Statement as to what witness saw (or knows from his or her memory) which will be relevant**  |
|  | (to be attached) |
| **1.17** | **Names and addresses of workmen working on the Site** |
|  |
| **1.18** | **What work operation (if any) was being carried out on the job Site at the time of the incident?** |
|  |
| **1.19** | **Names and addresses of other known witnesses** |
|  |
| **1.20** | **Were you told of any other matters involving this incident by any other person, if so, by whom, where and when and what was said?** |
|  |
| **1.21** | **If accident reported to witness then state by whom, when, where and what was said** |
|  |
| **1.22** | **Details of vehicles / boats and drivers involved in the accident** |
| ***1.22.1*** | ***Vehicles / Boats*** |
| V1 – Make | Colour |  | Rego No. |  |
| Direction travelling |  |
| Driver’s name and address |  |
| V2 – Make | Colour |  | Rego No. |  |
| Direction travelling |  |
| Driver’s name and address |  |
| V3 – Make | Colour |  | Rego No. |  |
| Direction travelling |  |
| Driver’s name and address |  |
| V4 – Make | Colour |  | Rego No. |  |
| Direction travelling |  |
| Driver’s name and address |  |
| ***1.22.2*** | ***Vehicle / Boat drivers’ statements and details (name, address and phone number)*** |
| V1 |  |
|  |
|  |
| V2 |  |
|  |
|  |
| V3 |  |
|  |
|  |
| V4 |  |
|  |
|  |
| **1.23** | **State the apparent nature of injuries sustained by persons and damage sustained to property** |
|  |  |
| **1.24** | *My sketch is set out hereunder showing identifiable land marks, placement of warning signs, distance between signs, distance from first sign to accident site, safety devices, speed restrictions, speed signs and lamps.* |
| **Summary of sketches attached** |
| *Sketch number* | *Details* |
|  |  |
|  |  |
| **1.25** | **If completed by the department’s investigating officer the source(s) of information should be supplied, for example, police, Bureau of Meteorology, departmental plans, and so on.** |
| *Information* | *Source* |
|  |  |
|  |  |
| **1.26** | **Section 1** |
| **Prepared by** |  |
| **Signed** |  |
| **Date** |  |

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| **Contractor** | [Insert text here] | **Date** | [Insert date here] |
| **Contract No.** | [Insert text here] | **Project No.** | [Insert text here] |
| **Project Name** | [Insert text here] |

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| **Section 2 – Record of discussion with police** |
| **2.1** | **Name and rank of officer** |
| Name |  |
| Rank |  |
| TAS |  | Yes / No |  |
| **2.2** | **Station attached to** |
|  |
| **2.3** | **Discussion** |
| Location |  | Date |  |
| **2.4** | **Others present** |
|  |
| **2.5** | **Did police officer(s) attend accident?** | Yes / No |  |
| Who were attending officers? |
| **Name** | **Station** |
|  |  |
|  |  |
| **2.6** | **Police opinion as to possible cause of accident** |
|  |
| **2.7** | **Police opinion as to possible road contributing factors** |
|  |
| **2.8** | **Police opinion as to immediate needs for revised / additional signing or other Works** |
|  |
| **2.9** | **Police opinion as to other countermeasures that may be required** |
|  |
| **2.10** | **Details of attachments** |
|  |
| **2.11** | **Section 2** |
| **Prepared by** |  |
| **Signed** |  |
| **Date** |  |

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| **Contractor** | [Insert text here] | **Date** | [Insert date here] |
| **Contract No.** | [Insert text here] | **Project No.** | [Insert text here] |
| **Project Name** | [Insert text here] |

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| **Section 3 – Physical features of accident site** |
| **3.1** | **Location of accident site** |
|  | km / m from |  |
|  |
| Refer Sketch No. |  |
| Photos attached | Yes / No |  |
| Refer Sketch No. |  |
| **3.2** | **Details of pavement surface at time of accident (amend to suit actual location)** |
|  | **Dimensions and comments** |
| Width (m) |  |
| Type |  |
| Number of lanes |  |
| Condition |  |
| Crossfalls |  |
|  | Lane |  | % |  |
|  | Lane |  | % |  |
| Surface defects (if any) |  |
| Roughness |  |
| Loose material |  |
| Potholes |  |
| Pavement surface drainage |
|  |
| **3.3** | **Details of shoulders at time of accident** |
|  | **Dimensions and comments** |
| LHS |  |
| Width (m) |  |
| Type |  |
| Condition |  |
| Crossfalls |  |
| Drop off from seal edge |  |
|  | **Dimensions and comments** |
| RHS |  |
| Width (m) |  |
| Type |  |
| Condition |  |
| Crossfalls |  |
| Drop off from seal edge |  |
| **3.4** | **Visibility** |
|  | Distance |
| 1 |  | / |  | m |  |
| 2 |  | / |  | m |  |
| 3 |  | / |  | m |  |
| 4 |  | / |  | m |  |
| Restrictions to visibility |
| Details |  |
| How measured |  |
| Sketch Nos. |  |
| Photo Nos. |  |
| **3.5** | **Physical obstructions** |
| Details |  |
| How Measured |  |
| Sketch Nos. |  |
| Photo Nos. |  |
| **3.6** | **Posted speed limit at accident location at time of accident** |
| Posted limit |  |
| Location of signs |  |
| Condition |  |
| Visibility |  |
| Sketch Nos. |  |
| Photo Nos. |  |
| **3.7** | **Details of pedestrian facility** |
| *3.7.1* | *Crossing type* |  | *(Zebra, School, and so on)* |
| Properly marked | Yes / No |  |
| Condition of marking |  |
| Properly signed | Yes / No |  |
| Location Sketch No. |  |  |
| Photo Nos. |  |  |
| Extended kerbs | Yes / No |  |
| Details |  |
| Pedestrian refuges |  |
| *3.7.2* | *If School Crossings* |
| Is this a supervised crossing? | Yes / No |
| Was crossing supervised (by Lollipop Person) at time of accident? | Yes / No |
| Were all warning signs and flags displayed? | Yes / No |
| Condition |  |
| Visibility |  |
| **3.8** | **Details of traffic signals (if any)** |
| Type |  |
| Phasing |  |
| Damaged | Yes / No |
| Details |  |
| Functioning correctly? |  |
| Sketch Nos. |  |
| Plan Nos. |  |
| Photo Nos. |  |
| Date of last maintenance inspection (if available) |  |
| Other details |  |
| **3.9** | **Sign placement sketch (showing actual chainages of signs, delineation, accident site, work area, flagman and direction, for example, north / south, and so on)** |
|  |
| **3.10** | **Parking and other restrictions** |
| Details |  |
| Sketch Nos. |  |
| Photo Nos. |  |
| **3.11** | **Other physical site details** |
| Details |  |
| Sketch Nos. |  |
| Photo Nos. |  |
| **3.12** | **Details of attachments** |
|  |
| **3.13** | **Section 3** |
| **Prepared by** |  |
| **Signed** |  |
| **Date** |  |

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| **Contractor** | [Insert text here] | **Date** | [Insert date here] |
| **Contract No.** | [Insert text here] | **Project No.** | [Insert text here] |
| **Project Name** | [Insert text here] |

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| **Section 4 – Inspector’s Statement** |
| **4.1** | **Inspector’s Statement** |
|  |
| **4.2** | **Section 4** |
| **Prepared by** |  |
| **Signed** |  |
| **Date** |  |