

	FOR WHS - 004	Version: 1:0
	Report of Theft or Loss from the Workplace	Issued:20/10/2016 Next Review: 20/10/2017

This form is to be completed when a worker needs to report missing, lost or stolen property from the workplace. The report should be used to report property whether it is personal property or ISD property in your care. This report is sent to Management upon completion

Location of the Incident:

Date:	Time:
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Describe the circumstances that led to this report

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Is this property personal or ISD property	Personal	ISD owned
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Provide as much detail on the property as you are able

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Have you reported the theft to police?	Yes	No
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If you have reported to police please provide the PROMIS number

Have you reported the theft to your supervisor?	Yes	No
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Have other workers in your workplace lost property?	Yes	No	Don't Know
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Were there any witnesses to the theft	Yes	No
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Name of Witness 1	Phone:
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Name of witness 2	Phone:
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Name of the person completing this form:
Your contact details:

Date Management received this form: