



## Notes About Completing WID Report

<sup>1</sup> Main activity conducted at the location.

<sup>2</sup> I.e. "recording Unit".

<sup>3</sup> Not required if enterprise covered by a single OHS Committee or if enterprise has no OHS Committee.

<sup>4</sup> Person reporting occurrence.

<sup>5</sup> Details of relevant training provided to worker.

<sup>6</sup> A unique number or identifying code

<sup>7</sup> Can be a date range, or calendar month for example

<sup>8</sup> Average number of workers employed during recording period. Used to calculate injury incidence rates.

<sup>9</sup> Total numbers of hours worked by all employees during recording period. Used to calculate lost time frequency rates.

WID Report template  
complies with  
*"Workplace Injury And  
Disease Recording  
Standard"*  
(Aust Standard:  
AS 1885.1-1990)