PALMERSTON AND LITCHFIELD SENIORS ASSOCIATION INC. (PLSA)

OF28.2 WITNESS REPORT

The Witness Report is utilised in conjunction with Form OF28.1 – Incident Report and will provide the PLSA with information to assist in the resolution of an incident.

Witness Name: (one Witness Form for each witness)	Surnam	n Name: e: Telephone Number:				
	I					
Name the visitor(s), senior(s) or Approved Volunteer(s) involved in the Incident:	Person Surnan Person	an Name: n1 ne: n 2 an Name:				
Date Incident occurred:						
Time Incident occurred:						
Where did the Incident occur?						
Witness Statement						
Describe the incident that you witnessed: (Please outline how the incident occurrer and what you saw, including what action PLSA Committee personnel undertook)						
Form: OF28.2 –Witness Report				Version 1.5		
Updated: 01 January 2023 Updated	By: Public Officer	Review Date: 31 January 2024	Approved: PRSC Mgt. Team	Page 1 of 2		
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PALMERSTON AND LITCHFIELD SENIORS ASSOCIATION INC.

	T	,	1		
		Yes		No	
		•	1	- 1	
	If no: could you	places explain ve	our position furth	nor?	
	If no; could you please explain your position further?				
In your opinion; were the					
actions taken at the time, by the Committee Members fair and reasonable?					
Witness Signature:					
	Signature:		Date:		
PLSA ADMINISTRTION					
Date Received by President:				/2023	
Date addressed by Committee Meeting:				/2023	
Incident Report Number:					

Form:	OF28.2 –Witness Re	Version 1.5			
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