



Incident Report Template

Completed on
15/3/18, 8:15 pm





Job
Warehouse Packaging

Conducted on
15/3/18, 6:17 pm

Prepared by
Kit Harrington

Location
1653 Whitetail Lane
Dallas TX

Audit

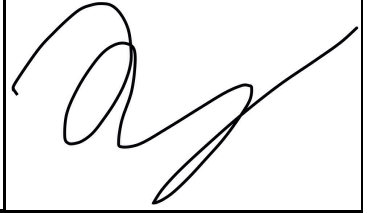
Question	Response	Details
Incident Details		
Enter job description	Stacking crates in warehouse	
Date and time of incident	15/3/18, 6:27 pm	
What was the Incident/ Near Miss?	<p>Member of staff suffered leg trauma when moving crate packaging after the forklift was damaged.</p> <p>Condition became evident after the person reported leg pain to his supervisor.</p>	
Were there any injuries?	Yes	
Description of injury	Leg trauma	
Take photo of injury		
<div style="display: flex; justify-content: space-around; align-items: flex-end;"> <div style="text-align: center;">  <p>Appendix 1</p> </div> <div style="text-align: center;">  <p>Appendix 2</p> </div> <div style="text-align: center;">  <p>Appendix 3</p> </div> </div>		
Was there any damage to property or plant?	Yes	
Description of damage	Forklift that usually performs tasks was damaged by somebody and not reported	
Take photo of damage		
<div style="text-align: center;">  <p>Appendix 4</p> </div>		
What caused the incident?	Forklift was not used to stack crates as it was temporarily out of order.	
Take photo of surrounding environment including any annotations		
What actions will be taken to eliminate future repeats of the incident?	Proper training scheduled for handling of heavy crates and wearing of PPE	
Management comments	Advised staff member that they should have reported this immediately. Broader staff has been notified	

Sign Off

Signed off by supervisor when corrective actions have been adopted and monitored

Supervisor sign off

Kit Harrington

15/3/18
8:15 pm

Corrective Actions

#1. Requires hospitalisation and immediate attention

Assignee: Brian Swift

Priority: High

Due Date: 15/3/18, 6:28 pm

Audit: 15 Mar 2018 / Brian Swift / Climbing

Linked to item: Were there any injuries?

Status: To Do

Media



Appendix 1



Appendix 2



Appendix 3



Appendix 4