



# Incident Report Form

James Charleson / 15 Apr 2021 / Compound 1-A

Complete

Actions	2
Prepared by	James Charleson
Documented on	15th Apr, 2021 7:00 PM PST
Worksite	Compound 1-A
Location	939 Putty Road, Blaxlands Ridge NSW 2758, Australia (-33.4804408, 150.8073871)

## Actions

2 actions

### Incident Details / 5. Corrective Actions

#### What actions will be taken to eliminate future repeats of the incident? (Assign action to respective member in the organization)

Perform regular maintenance checks on equipment and machinery and put an out of order sign for those in need of maintenance or replacement. Also, have forklift operators perform a pre-start checklist to ensure that it is in good working condition.

Done | Assignee **Howie Mann** | Priority **High** | Due **15th Apr, 2021 6:00 PM PST** | Created by **SafetyCulture Staff**

Examine CCTV to check if employee did a preliminary check before operating the forklift

Done | Assignee **Alexis Delacruz** | Priority **High** | Due **15th Apr, 2021 6:00 PM PST** | Created by **SafetyCulture Staff**

Check maintenance records of forklift used by the employee

## Incident Details

2 actions

Incident Details

### 1. General Information

Type of Incident

Non-fatal

Date and time of when the incident occurred

14th Apr, 2021 10:30 AM PST

Location of incident (be specific as possible)

The incident occurred on warehouse 3 of compound 1-A in Blaxland Site

What was the work being done?

Warehouse packaging

Describe the incident

Employee was moving crate packaging when the forklift malfunctioned and bumped towards the other crates.

Attach or take photo of surrounding environment including any annotations

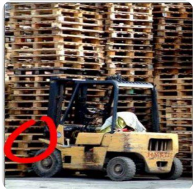


Photo 1

### 2. Damages and Injury

Incident Category

Injury/ Illness

Describe in detail

According to the company's physician, employee obtained a muscle bruise from the impact caused by the forklift bumping into the crates. An x-ray was requested to check for underlying injury.

Attach or take photo evidence of damages or injury (where appropriate)



Photo 2

### 3. Affected Individual(s)

Were there people involved in the incident?

Yes

Click + to add affected individual(s)

## Person

### Person 1

Name	Samuel Jeffries
Sex	Male
Job Title	Forklift Operator
How long in this occupation	4 years
Start time	9:00 AM PST
Hours worked	8 hours or less
Shift arrangement	Fixed shift
Training/ Qualifications	Task specific
Contact Number	+ 61 5278 12475

## 4. Witness Statements (if applicable)

Were there witnesses?	Yes
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## Witness

### Witness 1

Name	Bradley Simmons
Contact	+ 61 5471 4563

### Statement

"I was with him when the accident happened. We were just getting started for the day with moving the crates that was scheduled that day. I'm not sure if he checked the forklift before he operated it because I on my desk getting the paperwork and then when I made my way over to him he was already in the forklift. Next thing I know, Sam wasn't in control of the forklift and I was getting out of harms way and then he bumped towards the empty crates. Which is a relief coz no one else got hurt and the damage to property was minimal. So after that, I ran over to him and contacted the company's med rep"

### Witness signature (if applicable)



**Bradley Simmons**  
15th Apr, 2021 4:51 PM PST

## 5. Corrective Actions

2 actions

**What actions will be taken to eliminate future repeats of the incident? (Assign action to respective member in the organization)**

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Check maintenance records of forklift used by the employee

## Completion

### Management comments

Employee Samuel Jeffries has been approved to take some days off to get the medical attention he needs and to recuperate from his injury. Broader staff are advised to strictly follow company's protocols when it comes to pre-start checks and managing equipment and machinery to prevent this type of incident in the future.

### Name and signature of reporting person



**James Charleson**  
15th Apr, 2021 4:52 PM PST

### Supervisor sign-off



**Steven Mason**  
15th Apr, 2021 4:53 PM PST

# Appendix

Accessibility



Photo 1



Photo 2