



Incident Report Template

1 Feb 2023 / James Charleson / Forklift Operator

Complete

Score	50%	Flagged items	1	Actions	2
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Site conducted

Unanswered

Job

Forklift Operator

Conducted on

01.02.2023 14:15 PST

Prepared by

James Charleson

Location

1129 Colorado Ave, Grand
Junction, CO 81502, USA
(37.0902706, -95.7128779)

Flagged items & Actions

1 flagged, 2 actions

Flagged items

1 flagged, 0 actions

Audit / Incident Details

Were there any injuries?

Yes

Other actions

2 actions

Audit / Incident Details

What actions will be taken to eliminate future repeats of the incident?

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.

To Do | Assignee SafetyCulture Staff | Priority Low | Due 17.02.2023 15:27 PST | Created by SafetyCulture Staff

Check maintenance records of forklift used by the employee

To Do | Assignee SafetyCulture Staff | Priority Low | Due 17.02.2023 15:24 PST | Created by SafetyCulture Staff

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

Audit

1 flagged, 2 actions, 50%

NOTE:

This general template can be used for all incidents, however it is important to check with your state regulatory body requirements and/or Insurer as to the legal reporting requirements. You can modify this template to suit your workplace needs.

Incident Details

1 flagged, 2 actions, 50%

Enter job description

A forklift operator is responsible for safely operating a forklift to move, locate, relocate, stack, and count merchandise.

Date and time of incident

01.02.2023 13:52 PST

What was the Incident/ Near Miss?

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

Were there any injuries?

Yes

Description of injury

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.

Take photo of injury



Photo 1

Was there any damage to property or plant?

No

What caused the incident?

The forklift was not properly checked before starting the operation for the day.

Take photo of surrounding environment including any annotations



Photo 2

What actions will be taken to eliminate future repeats of the incident?

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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.

Sign Off

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

Supervisor sign off



Steven Mason
10.02.2023 15:28 PST

Appendix



Photo 1



Photo 2