INITIAL INCIDENT REPORT & INVESTIGATION FORM

Follow the Incident Reporting and Investigation Procedure 7.1 refer to flowchart for appropriate forms and actions.	Worker Compensation Claim Form to be completed for injury where any medical cost will be occurred.
All incidents must be reported in person or via phone to Management and your EHS Team member immediately after an incident has occurred.	This form must be completed within 24 hours of the incident occurring by the Manager/Supervisor in conjunction with the employee.

BUSINESS DETAILS

Business: Wormald

ORIGINATOR DETAILS

Your Name:	**Your Email Address:**
Jack Gardner	jgardner@wormald.com.au

MANAGER DETAILS

Manager Name:	**Manager Email Address:**
Lex Williams	lexwilliams@wormald.com.au

INVESTIGATOR DETAILS

Investigator Name:	**Investigator Email Address:**
lexwilliams	lexwiliams@wormald.com.au

PERSON DETAILS *(Injured persons or name of person reporting a non-injury incident)*

Surname:	**Given Name:**
Gardner	Jack

Address: 35 Busteed St West Gladstone 4680

Occupation:	**Date of Birth:**
Apprentice Sprinkler Fitter	6/09/1991
State/Region: Queensland	**Branch:** Gladstone

INCIDENT DETAILS

Client/Site Name: Rockhampton Girls Grammar School

Incident Site Address:- Cnr Denham & Agnes St Rockhampton

Where on Site: Luck House outside Room L7

Date & Time of Incident: 8/07/2019 4:00 PM

Date & Time Reported: 8/07/2019 4:30 PM

Reported to: Cathie Murphy/Lex williams

Incident/ Injury Classification: Report Only

Treatment Received:

- ☐ Diagnostic
- ☑ Nil

Main task being performed at the time of Incident: Replacing a Fire Hose Reel

Type of Injury: Nill

Detailed Description of Incident and Injury: Jack was given a job to replace serveral hose reels on site this particular hose reel was outside room L7 at Luck House & a plaque at the entrance to the building indicated asbestos hed been removed from the building in January 2013, after removing the old hose reel he had to lower the backing board to suit the new reeland

Mechanism of Injury: Single contact with chemical or substance (excludes insect and s

Agency of Injury: Other materials, substances or objects

Part of Body Injured:	L ☐			R ☐			
Head	☐	Toe	☐	Head	☐	Toe	☐
Eye	☐	Neck	☐	Eye	☐	Neck	☐
Ear	☐	Back	☐	Ear	☐	Back	☐
Arms	☐	Chest	☐	Arms	☐	Chest	☐
Hand	☐	Internal	☐	Hand	☐	Internal	☐
Finger	☐	Abdomen	☐	Finger	☐	Abdomen	☐
Leg	☐	Groin	☐	Leg	☐	Groin	☐
Knee	☐	Shoulder	☐	Knee	☐	Shoulder	☐
Feet	☐	Multiple	☐	Feet	☐	Multiple	☐
Hips	☐	Unknown	☐	Hips	☐	Unknown	☐
Ankles	☐	Other	☐	Ankles	☐	Other	☐

Asbestos Register.pdf
1.12 MB

Hose reel photos .msg
17.96 MB

Plaque.msg
18.21 MB

Insert item

CONTRIBUTING FACTORS							
Lack of generic risk assessment	☐	Congested work area	☐	Not wearing PPE	☐	JSEA not followed	☐
Lack of site specific risk assessment	☐	Inadequate guarding	☐	Inadequate lighting	☐	Chemical exposure	☐
Inadequate procedures	☐	Ergonomics	☐	Poor housekeeping	☐	Used incorrect tool	☐
Inadequate ventilation	☐	Lack of supervision	☐	Inadequate training	☐	Fire / Explosion hazard	☐
Equipment used incorrectly	☐	Lack of safety device	☐	Manual handling	☐	Exposure to noise	☐
Defective equipment / material	☐	Other (Specify) : Didnt follow site induction					
Exposure to energy sources	☐						

ROOT CAUSES :

☐ ORGANIZATION

☑ PROCEDURES

Failed to follow site induction.

☐ PROCESS AND ENVIRONMENT

☐ PLANT AND EQUIPMENT

☐ PEOPLE

Investigation Completed by : Scott Herbert

Complete | Close