

# HAZARD/INCIDENT REPORT FORM

To be completed by supervisor

1. Who reported the hazard/incident? Ahmed

Time: 9:30am Date: Tue 26th Aug 2006

2. What is the hazard/incident? Guard taken off brake press when it was undergoing maintenance and guard has been lost.

3. What has been done to rectify the hazard/incident? Machine use stopped (has been tagged out)

New guard being made and will be fitted once complete

Time: 8:00am Date: Thur 28th Aug 2006

4. What further action needs to be taken? 1. Tool Box talk - 17 Oct

2. Machine maintenance safe work procedures to be written up and displayed

3. Leading hands to undertake weekly inspection program (incl all guards)

4. Induction training for all new employees to include machine guarding

5. Referred to manager/owner for information or action (date) Thur 28th 2006

Signed: Dave Sharpe Date: 28/8/06

To be completed by manager/owner

6. Action taken by manager/owner Undertake regular review of inspection sheets to ensure follow up and to identify emerging issues.

Signed: Mr Fabio Mettall Date: 01/9/06