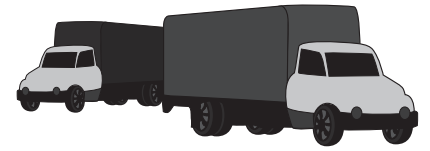


# XYZ Distribution and Wholesale Ltd.

## Incident report and investigation form



Incident Details		
Date: 23/05/2017	Accident Time: 2.35 pm	
Site: Auckland Warehouse	Location on site: Aisle 1	
Reported by: Harry Hardy	Form Completed by: Harry Hardy	Date Form Completed: 27/05/2017

Injured Person's Details		
Person's Name: Hugh Horatio	Job Title: Forklift operator	
Supervisor: Nigel Nelson	Are they: <u>Employee</u> Contractor – Visitor	Date of Birth: 22/08/1996
Consequence of the Injury: First Aid – Medical Treatment – Off work – <u>Serious Harm</u> – Fatal		

**Description of accident and injures. Attach drawings, photos etc. if necessary.**

Hugh is in hospital with a broken arm and fractured skull. He also has concussion symptoms, and problems remembering exactly what happened. I asked the hospital staff to do a drug test.

We can see from the CCTV that Hugh tried to get through a gap and rammed into the racking, causing the whole lot to fall.

**Immediate actions taken:** Found Horatio and gave first aid. Called for an ambulance. Told Nigel to bring in some more forklifts and anyone on the on-call list to come in and start to clear up the mess.

**Witnesses/others involved:**

Nigel Nelson - Forklift operator, William Cornwallis - Supervisor

**Initial investigation:**

Hugh was driving Nelson's forklift without authorisation. He was also carrying a wide load into an area we don't use for wide loads. Hugh has training and 6 months' experience at the Auckland site.

Sign-off			
Name: Harry Hardy	Date: 27/05/2017	Sign: HHardy	Position: Warehouse Manager

*A photo of the scene just after the incident*

