

INCIDENT/HAZARD REPORT CARD

To record any incident that caused or could have caused harm, or any hazard observed.

Please fill in and hand this card to appropriate Parish/Diocese representative.

Location	Country Church, steps down from the path into the car park
Date & time	13/01/17
Name of injured person (if applicable)	No injury Type of injury/treatment:
Name/role of person filling in this card.	Father Ben

Circle one of the below categories		
Incident resulting in injury	Near miss	Hazard observed

Describe what happened, or hazard. (*the more details the better*)

I was walking from the church to my car going down the steps. On the third step the slab moved and I almost lost my balance.

What has been done to make safe?

I moved the slab so it was secure. I phoned our maintenance person to fix the step, and check the others. He is doing this next Tuesday.

Parish/Diocese representative receiving card	Angela Smith (Parish Secretary)
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