

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, foyer.
Date & time	13/01/17
Name of injured person (if applicable)	Andy Pandy. Worker of ABC Limited contractor Type of injury/treatment: Suspected broken arm
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)

The contractors were doing plastering from a mobile scaffold. Andy fell when he was climbing down from the scaffold and hurt his arm. It looked twisted and he was in a lot of pain. We made him comfortable and did first aid.
One of his colleagues took him off to the medical centre.
We closed off the foyer area for now so Mike Gott (H&S) can do an investigation, as Worksafe may have to be notified.
Waiting for update from Contractor.

What has been done to make safe?

Area is closed off and locked for now. People can use side door for access to church instead.

Parish/Diocese representative receiving card	Emailed a copy of this card to Mike Gott (Diocese H&S)
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