



## RIDDOR Report Template

Geeta Anastasio

**Complete**

Score	<b>100%</b>	Flagged items	<b>1</b>	Actions	<b>1</b>
<b>Incident location</b>					Unanswered
<b>Prepared by</b>					Geeta Anastasio
<b>Is the incident reportable to RIDDOR?</b>					Yes
<b>Specify the incident.</b>					Fractured foot

## Flagged items & Actions

1 flagged, 1 action

### Flagged items

1 flagged, 0 actions

RIDDOR Report / Section 5: Details about the Injury

### Severity of the injury

Major

### Other actions

1 action

RIDDOR Report / Section 4: Incident Description

### Incident description

At approximately 2:00 pm, Edmondo Cayson was operating a forklift in the factory's loading area. While attempting to lift a heavy crate, the forklift suddenly malfunctioned, causing the crate to fall onto his foot. The crate that fell from the forklift caused minor damage to the factory's loading area.

The cause of the forklift malfunction is currently under investigation. It is suspected that a mechanical failure may have occurred due to a lack of maintenance.



Photo 1

To Do | Assignee SafetyCulture Staff | Priority Medium | Due 17.03.2023 15:00 PST | Created by SafetyCulture Staff

Inspect the factory's loading area to find the cause of the malfunction.

Investigate the premises in the loading area within the week to determine the cause of the incident.

## Section 1: Company and Incident Reporter Information

Name of company/organisation	ToolTechworks, Inc.
Address of company/organisation	9 Dereham Rd, Norwich NR2 4HX, UK (52.6326842, 1.2843113)
Name of incident reporter	Geeta Anastasio
Job title	Operations Manager
Contact number	+44 7911 256370
Email address	geeta.anastasio@tooltechworks.com

## Section 2: Person(s) Affected

### Person Affected

#### Person Affected 1

Name	Edmondo Cayson
Date of birth	02.05.1991
Home address	193 Sprowston Rd, Norwich, Norfolk, NR3 4QQ
Contact number	+44 7700 199325
Job title	Forklift Operator
Position	Employee
Specify	Machine and Equipment Operations Department

## Section 3: Incident Information

100%

Date of the incident	08.03.2023
Time of the incident	14:00 PST

<b>Location of the incident</b>	Within the specified premises
<b>Specify which department or area the incident took place.</b>	Loading area
<b>Kind of incident</b>	Contact with moving machinery or material being machined
<b>Are there any witnesses?</b>	Yes

## Witness

### Witness 1

**Name** Karol Beata

**Contact information** karol.beata@tooltechworks.com

## Section 4: Incident Description

1 action

Describe in detail what happened, why the incident occurred, and other helpful information. You can also capture photos or videos of the incident to give proper context.

### Incident description

At approximately 2:00 pm, Edmondo Cayson was operating a forklift in the factory's loading area. While attempting to lift a heavy crate, the forklift suddenly malfunctioned, causing the crate to fall onto his foot. The crate that fell from the forklift caused minor damage to the factory's loading area.

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## Section 5: Details about the Injury

1 flagged, 100%

**Description of the injury (what it is, which body parts are affected, etc.)**

Edmondo sustained a fractured foot due to the malfunctioning forklift.

### Photo of the injury



Photo 2

<b>Severity of the injury</b>	Major
<b>Was any first aid administered on the site?</b>	Yes
<b>What treatment was provided?</b>	Applied pressure to the wound with a sterile bandage
<b>Who administered the treatment?</b>	Raman Reinhard
<b>Was the victim taken to the hospital immediately?</b>	Yes
<b>Which hospital were they brought to?</b>	Hellesdon Hospital
<b>What treatment was provided?</b>	In-patient care
<b>How long did they stay in the hospital?</b>	4 days

## Sign-off and Completion

### Recommendations

To prevent similar incidents from occurring in the future, the following recommendations are made:

- Conduct regular maintenance and inspections on all equipment, including forklifts, to ensure they are functioning properly.
- Provide ongoing training and education to all employees on the safe operation of equipment and procedures for reporting malfunctions or hazards.
- Develop and implement a reporting system for employees to report any unsafe conditions or equipment malfunctions.

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### Name and signature of incident reporter

*Geeta Anastasio*

Geeta Anastasio  
08.03.2023 14:58 PST

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**Job title**

Operations Manager

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Appendix



Photo 1



Photo 2