



## Incident Report Template

1 Feb 2023 / James Charleson / Forklift Operator

Complete

Score	1 / 2 (50%)	Flagged items	1	Actions	2
<b>Site conducted</b>					Unanswered
<b>Job</b>					
Forklift Operator					
<b>Conducted on</b>					1 Feb 2023 14:15 PST
<b>Prepared by</b>					James Charleson
<b>Location</b>					1129 Colorado Ave, Grand Junction, CO 81502, USA (37.0902706, -95.7128779)

## Flagged items & Actions

1 flagged, 2 actions

### Flagged items

1 flagged, 0 actions

Audit / Incident Details

### Were there any injuries?

Yes

### Other actions

2 actions

Audit / Incident Details

### What actions will be taken to eliminate future repeats of the incident?

Perform regular maintenance checks on equipment and machinery and put an out of order sign for those in need of maintenance or replacement. Also, have forklift operators perform a pre-start checklist to ensure that it is in good working condition.

**To do** | Assignee: SafetyCulture Staff | Priority: Low | Due: 17 Feb 2023 15:27 PST | Created by: SafetyCulture Staff

Check maintenance records of forklift used by the employee

**To do** | Assignee: SafetyCulture Staff | Priority: Low | Due: 17 Feb 2023 15:24 PST | Created by: SafetyCulture Staff

Examine CCTV to check if employee did a preliminary check before operating the forklift

## Audit

1 flagged, 2 actions, 1 / 2 (50%)

### NOTE:

This general template can be used for all incidents, however it is important to check with your state regulatory body requirements and/or Insurer as to the legal reporting requirements. You can modify this template to suit your workplace needs.

## Incident Details

1 flagged, 2 actions, 1 / 2 (50%)

### Enter job description

A forklift operator is responsible for safely operating a forklift to move, locate, relocate, stack, and count merchandise.

### Date and time of incident

1 Feb 2023 13:52 PST

### What was the Incident/ Near Miss?

Employee, Samuel Jeffries, was moving crate packaging when the forklift malfunctioned and bumped towards the other crates.

### Were there any injuries?

Yes

### Description of injury

According to the company's physician, employee obtained a muscle bruise from the impact caused by the forklift bumping into the crates. An x-ray was requested to check for underlying injury.

### Take photo of injury



Photo 1

### Was there any damage to property or plant?

No

### What caused the incident?

The forklift was not properly checked before starting the operation for the day.

### Take photo of surrounding environment including any annotations

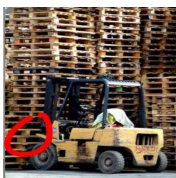


Photo 2

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### Management comments

Employee Samuel Jeffries has been approved to take some days off to get the medical attention he needs and to recuperate from his injury. Broader staff are advised to strictly follow company's protocols when it comes to pre-start checks and managing equipment and machinery to prevent this type of incident in the future.

Sign Off

Signed off by supervisor when corrective actions have been adopted and monitored

### Supervisor sign off



Steven Mason  
10 Feb 2023 15:28 PST

Media summary



Photo 1



Photo 2