

ACCIDENT/INCIDENT OR NEAR MISS REPORT

To be completed and closed out within 7 days of an incident, accident or near miss occurring.

Notify your Project Construction Manager of the incident immediately.

Return to Folami Prehaye and the Project Construction Manager once completed.

Click the box/s and they will change to a ✓					
Incident Report	☐	Near Miss Report	☐	Accident report	☐
People/Person	☐	Plant	☐	Environment	☐

Date		Reported By		Job No (If Applicable)	
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Please undertake an investigation and provide a brief account of the incident below:	
How did it happen? What was the root cause? Who was involved?	
What measures have been taken to correct the issue and to prevent it happening again?	
Person Responsible for Corrective Actions	Timescale
Customer Reaction (If Applicable)	
Have any costs been incurred, if so please estimate:	
For Office Use Only:	
Report No:	Close-Out Date:
Signed:	